# Student Handbook

CENTENARY COLLEGE

2000 • 2001

1825

# Welcome to Centenary College of Louisiana

## Established 1825

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# Alma Mater

Where the sleepy, silver bayou
Gleams among the pines,
Watching o'er the throbbing city
Alma Mater shines

**Chorus**

Forward, forward Centenary –
Time and tide may fail,
But our hearts shall love thee ever –
Centenary Hail!

Like a wave the mighty city
Surges 'round they feet.
Guide it, train it, teach it wisdom
Alma Mater sweet.

**Chorus:**

Forward, forward Centenary –
Time and tide may fail,
But our hearts shall love thee ever –
Centenary Hail!

Green the boughs that rustle 'round thee
On they stately crest:
Greener is our mem'ry of thee -
Alma Mater blest.

**Chorus:**

Forward, forward Centenary –
Time and tide may fail,
But our hearts shall love thee ever –
Centenary Hail!

# CENTENARY COLLEGE OF LOUISIANA

KENNETH L. SCHWAB
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August 2000

Dear Centenary Student:

Welcome to the 2000-2001 academic year. I hope it will be a year that makes a positive influence on your life – that is our goal. You will be challenged to meet high standards both personally and academically, but you will not be asked to face this challenge alone.

Since Centenary is a small community, our dedicated faculty and staff are available to provide the personal and individual attention required to help you to reach your full potential.

I encourage each of you, whether new or returning students, to study the contents of the *2000-2001 Student Handbook*. It is your guide to the services, resources, opportunities, and regulations of Centenary College. Becoming familiar with the information provided in this *Handbook* is necessary for you to fully enjoy and participate responsibly in the Centenary experience. If you have any questions about the contents of this handbook, please do not hesitate to ask any member of the faculty or staff for clarification. Centenary is a student-centered campus, and your success is at the heart of all that we do here.

Best wishes for a joyful and fulfilling year. I look forward to seeing you on campus.

Sincerely,

Kenneth L. Schwab
President

# The Vision

Since its founding in 1825, Centenary College has been committed to preservation of academic rigor, high standards of personal conduct, and an integrated development of the mind, body, and spirit of its students. Consistent with its affiliation with the United Methodist Church and recognition of the importance of supporting the development of spiritual values in its students, the college will continue to encourage a life-long dedication not only to learning but also to serving others.

As we begin the 21st century, the institution will continue to enhance its reputation as one of the premier student-centered liberal arts colleges in the nation - one that leaves a positive and permanent mark on the life of every graduate and focuses on the development of cultured, well-rounded individuals who will become responsible as citizens, skillful in the work place, and capable of exercising a high degree of leadership.

Our student body will be significantly diverse, comprised of a wide variety of persons from different cultures, geographical areas, and age groups. Under the guidance and mentorship of gifted faculty and staff, students will excel in high-quality programs in the liberal arts and professional studies, and they will emerge on a campus characterized by rich opportunities for interaction with outstanding scholars, artists, and leaders. Increasing numbers of students will enroll in graduate and professional programs after completion of their undergraduate studies and develop as leaders in their chosen fields of endeavor.

Building on current strengths, the college will increase its standing in national publications as one of the nation's finest small colleges, elevate its position within the ranks of the top 200 math/science programs in the U.S., and enhance its status as a regional center for the performing and visual arts. The primary focus of programs will be on undergraduate education in the liberal arts and sciences, but the college will continue to offer a limited number of graduate programs that reflect the special needs of the region's population and the economy. All programs will be taught by faculty who are not only recruited for their strong academic credentials but also for their demonstrated skills as teachers, their commitment to scholarship, and their recognition of the centrality of the involvement of students - hands-on - in their own learning.

In addition to the importance of the college as a place that nurtures and sustains high-quality teaching and learning, together with the development of character, we recognize the significance of Centenary College as a good place *to be*. As such, the college will continue to develop both activities that are educational in nature and those that are simply *fun*. Already known for the beauty of its setting, the institution will also continue to develop and enhance the physical plant and campus grounds, both in support of the high quality of life to which we are committed and as a visual statement - one that reflects the excellence of what takes place every day at Centenary College.

To realize this vision, Centenary will focus its efforts over the next three to five years in four areas: increase academic quality, enhance student life, support technology, and develop superior financial management, development, and external relations resources on behalf of the college.

STUDENT GOVERNMENT ASSOCIATION

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# CENTENARY COLLEGE OF LOUISIANA

August 2000

Dear Fellow Centenary Student:

It is with much anticipation that I welcome you to the 176th academic year at Centenary. On behalf of the Student Government Association I would like to welcome new students, as well as returning students, home to Centenary. We are always excited to welcome new students into our community and family. We encourage you to challenge yourself in every opportunity that you receive.

The purpose of the Student Government Association (SGA) is to protect the interest of students and to serve the entire Centenary community. We conduct weekly meetings throughout the academic year as well as town hall meetings. SGA meetings are open to all students, and I invite you to attend and give input. We cannot serve you unless we know how to best serve you. We also invite you to check out the SGA web page to find the names and contact information on all elected representatives, as well as the SGA constitution, weekly minutes and all financial information.

This is an exciting time to be at a place like Centenary. There is always something going on, but if you cannot find what you want, let SGA help. We are always anxious to hear new ideas and want to help start new clubs or activities that will benefit the student body.

If you have any questions regarding SGA, or if you need help and don't know where to ask, please stop by the SGA office. We are located on the first floor of the student union building. SGA office hours will be posted by the end of the first week of classes, or you can call us at (318) 869-5290.

It is an honor to serve as your president for another year. Always know that I am more than happy to discuss any issue with anyone. Feel free to contact me by e-mail, dtaylor@centenary.edu, or by phone. I look forward to meeting you this year and I wish you all the best for a successful year. Welcome home!

Yours truly,

Dawson B. Taylor

Dawson Taylor, President
Student Government Association

# Student Life Expectations

## What it means to be a Centenary student

Centenary College has a long history of excellence in both academics and in student reputation. Each student enrolled at Centenary is expected to represent themselves and the College in a manner which characterizes respect, compassion and dignity.

Community standards have been and will continue to be set by both the College and the students. These standards are set in place so that students will be challenged educationally, socially, and developmentally to meet the expectations of society. In addition these standards are instilled with a respect for the moral and intellectual stature of student members of Centenary's academic and residential community. Centenary will challenge and respect each student and by doing so has set high standards of conduct for the community.

All students at Centenary are responsible for the community standards and policies set forth in the student handbook. It will be understood by the administration that each student has read the handbook and understands the policies and procedures outlined. Community violations and misconduct will be considered a judicial matter and will result in appropriate sanctioning. In addition, students involved in alleged criminal behavior on or off the campus may face immediate suspension from the College. Any behavior that is determined to be a threat to the community or conflicts with the academic mission or vision statement of the college can also result in sanctioning or dismissal.

Good citizenship is a character trait that will follow each student into the world and manifest itself into both the rights and responsibilities of the individual as well as the community. The Office of Student Life as well as the Office of Residence Life and Housing will support and challenge each student to aspire to such manifestations while encouraging students to hold both their peers as well as the College responsible in a similar fashion.

# Rights, Responsibilities and Freedoms

Centenary College exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community.

The guidelines which follow should be understood in the context of the educational mission of the College. Included are the educational and developmental activities and practices that are encounter outside the classroom as well as within academic venues. They should be interpreted in such a manner as to give full consideration to the rights and concerns of all segments of the community, rather than to concede absolute autonomy to the student sector, when matters of proper concern to the academic community as a whole are involved.

## I. Freedom of Access to Higher Education

Within the limits of its facilities, Centenary College is open to all students who are qualified according to its admission standards. The facilities and services of the College are open to all of its enrolled students.

## II. In The Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on the basis of academics and not on opinions or conduct in matters unrelated to academic standards.

**A.** *Protection of Freedom of Expression:* Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

**B.** *Protection Against Improper Academic Evaluation:* Students should have protection through orderly procedure against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

**C.** *Protection Against Improper Disclosure:* Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of

ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

## III. Grade Appeal Policy

### A. Introduction

1) It is the policy of Centenary College that students are responsible for fulfilling prescribed course objectives, completing stated course assignments, and adhering to stated academic standards for each course in which they are enrolled. If an instructor has evaluated a student in a professionally accepted manner, an academic appeal is not warranted. Also, it is an inappropriate recourse for questions of professional competence or academic freedoms. Only charges of arbitrariness, capriciousness, and prejudice are subject to academic appeal.
2) Based on these principles, issues eligible for appeal involve computational errors, application of course rules, adherence to syllabi, consistency and communication of evaluation standards, and expressed bias.
3) Students who believe that their final grade reflects an arbitrary or capricious academic evaluation or reflects discrimination based on race, color, religion, age, sex, sexual orientation, or disability may employ the following procedures to seek modification of such an evaluation.

### B. Procedures

1) If a student receives a final grade in a course which he/she believes is unfair, the student should first contact the faculty member involved prior to the end of the drop/add period of the next academic term.
2) If the student complaint is not resolved, the student may appeal his/her grade to the department chair. It is the student's responsibility to provide a written statement of the specific grievance with all relevant documentation (syllabus, guidelines for papers, presentations, etc.) attached.
3) If the department chair is unable to resolve the grade appeal to the satisfaction of either the student or faculty member involved, or the person giving the disputed grade is the department chair, then a written appeal with all relevant documentation may be made to the Provost and Dean of the College. The Provost may make recommendations to the student or instructor and will try to find an equitable solution to the dispute.
4) All parties to the grade appeal process (student, instructor, or department chair) are to maintain strict confidentiality until the matter is resolved.
5) Any grade change must be forwarded to the Provost and Dean of the College for review and endorsement.

## IV. Student Records

Transcripts of academic records should contain only information about the academic status of the student and such action by the College, as suspension or expulsion for academic or disciplinary reasons which affect the student's eligibility to register at the College. Information from counseling or disciplinary files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs

of students. Administrative staff and faculty should respect confidential information about students which they acquire in the course of their work.

The Family Educational Rights and Privacy Act (FERPA), affords students certain rights with respect to their education records. Students have:

1) **The right to request that the college will maintain the confidentiality of student education records.** The law basically says that nobody outside the institution shall have access to students' confidential education records nor will the institution disclose any information from those records without the written consent of students. There are exceptions, of course, so that certain personnel within the institution may see the records, including persons in an emergency in order to protect the health or safety of students or other persons.

2) **The right to inspect and review the student's education records within 45 days of the day Centenary College receives a request for access.** Students should submit to the registrar, dean, head of academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where records may be inspected, if the records are not maintained by the College official to who the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

3) **The right to request an amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

4) **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

5) **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Centenary College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:** *Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605*

## V. Student Freedoms and Responsibilities

In student life, certain standards must be maintained if the freedom of students is to be preserved.

**A.** ***Freedom of Association:*** Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join those organizations which promote these interests.

**1.** The membership policies and actions of a student organization usually are determined by vote of only those persons who hold bona fide membership in the College community.

**2.** Affiliation with an extramural organization should not of itself disqualify a student organization from institutional approval.

**3.** Faculty advisors are required and each organization is free to choose its own advisor. Faculty advisors may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.

**4.** Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.

**5.** Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin.

**B. Freedom of Inquiry and Expression**

**1.** Students and student organizations should be free to examine and discuss all questions of interests to them, and should be free to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the College. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

**2.** Students should be allowed to invite and hear any person of their choosing, in keeping with the educational objectives of the College. Those outlined procedures required by the College before a guest speaker is invited to appear on campus should be designed only to insure that there is an orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The College control on campus facilities should not be used as a device of censorship. It should provide for and make clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval of, endorsement of, or agreement with the views expressed, either by the individual, sponsoring group, or institution.

**C. Student Participation in College Government:** As members of the academic community, students should be free, individually or collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. Students should have representation on various committees of the College. The actions of the student government within the areas of its jurisdiction would be reviewed through orderly and prescribed procedures.

**D. Student Publications:** Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the campus. They are a means of bringing student concerns to the attention of the faculty and the College authorities and of formulating student opinion on various issues on the campus and the world at large. Centenary College, a publisher of the student publications, may have to bear the legal responsibilities for the contents of the publications. In the delegation of editorial responsibility to students, the College must provide sufficient editorial freedom and financial autonomy for the student publication to maintain its integrity of purpose as a vehicle for free inquiry and free expression in the academic community. The editorial freedom of student editors and managers entail corollary responsibilities to be governed by canons of responsible journalism, such as the avoidance of libel indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publication the following provisions are necessary:

**1.** The student press and radio should be free of censorship and advance copy approval, and its editors and managers should be free to develop their own editorial policies and news coverage.

**2.** Editors and managers of student media should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal. The Media Committee is responsible for the appointment of editors or managers and paid staff and should be the agency responsible for their removal.

**3.** All College published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College or the student body at large.

## VI. Off-Campus Freedom of Students

**A. Exercise of Rights of Citizenship:** College students are both citizens and members of the academic community. As citizens, students should enjoy the same freedoms of speech, peaceful assembly, and right of position that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership. Faculty and administrative officials should insure that College powers are not employed to inhibit such intellectual and personal development to students as is often promoted by their exercise of the rights of citizenship both on and off campus.

**B. College Authority and Civil Penalties:** Activities of students may upon occasion result in violation of law. In such cases, College officials should apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities and while College authority should not be used merely to duplicate the function of general laws,

College action shall not be precluded merely because the student has violated the civil statute. Only where the College interests as an academic community are distinct and clearly involved should the special approval of the College be assessed. The student who incidentally violates College regulations in the course of his/her off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. College action should be independent of community pressure.

# Housing Policies & Procedures

Living on campus is both a privilege and an opportunity for students. In order to have a positive community, it is necessary to define policies that effect both the College and the students. Please note that all housing policies and procedures are a part of your housing contract and therefore any violation will be considered a violation of that contract.

## Residency Requirements

All full-time students are required to reside on campus during the fall and spring semesters of the academic year. Exceptions are made for those students that meet one of the criteria outlined below. In addition to the residency requirements for the academic year, students have the option to obtain Module and summer housing through the Office of Residence Life. (Housing is not available during the month of August).

Exception requests must be submitted in writing to the Office of Residence Life at least 2 weeks prior to the Housing Assignments Lottery for the applicable fall or summer term. Requests for Spring exceptions must be received prior to the beginning of pre-registration for the spring semester. Incoming students must submit exception requests prior to the deadline listed in their new student housing mailings. **Approved exceptions after this deadline will be charged a $200 breach of contract fee plus a daily rate for each day after the move-in date.**

### Off-Campus Residential Exceptions:

1. Students who are seniors or who are 21 years of age or older before the beginning of the fall semester of the academic year are eligible to seek exception to the residency requirements through the Exceptions Review Committee.
2. Students from the Shreveport/Bossier area who wish to reside, at home, with their parents or legal guardians. The student must submit their home address and letter of confirmation from the parent or legal guardian in residence at that address.
3. A specified number of Greeks (determined by the Dean of Student Life) wishing to reside in their Greek house. To receive an exception to the housing requirement, each student must submit a complete roster of all students who are approved to live in their Greek house during the applicable semester. This roster must be signed by the Frater-

nity President or House manager. Those approved must purchase full meal plan. Greek housing may also be occupied by students who qualify for off campus living as prescribed to those 21 or over (see #1).

4. Students who are married, divorced, or a parent.
5. Students who need special medical accommodations must submit a medical request form signed by a physician prior to the exception deadline or within two weeks of the diagnosis of a new condition.

### " Exception Review Committee":

All requests for exceptions will be directed to the "Exception Review Committee." The committee membership consist of one faculty or staff member selected by the Chairperson of the Student Services Committee, one male and one female residential student appointed through RHA, a representative from the Business Office, and a representative designated from the Student Life professional staff by the Dean of Student Life. The committee will be chaired by the Director of Residence Life and Housing, who will serve as a non-voting member.

## Assignments

Students may fall into one of four categories for the housing assignment process according to the categories below.

1. **Squatter's Rights:** Residents may retain their residential assignment for the following year by returning a signed lottery card to the Office of Residence Life prior to the published deadline.
2. **Joiner's Rights:** Students wishing to move to a room that is being held by "Squatter Rights" will need the signature of the "Squatter" and must be included on the "Squatters" lottery card.
3. **Mover's Rights:** Students who will not be retaining the same assignment for the upcoming academic year will be ranked according to class rank, GPA, and disciplinary standing. Included in the assignment information will be directions concerning the placement process, including dates and times that the student will be expected to choose a housing assignment for the upcoming academic year.
4. **Single Requests:** Students requesting a single room assignment will be ranked according to class, GPA and disciplinary standing. Single room assignments may not be available, and the Housing department reserves the right to place a roommate into an assigned single room at any time. When there are empty rooms in the residence halls they may be assigned as private rooms on a seniority basis at the rate of a private room. However, single occupancy is not guaranteed to any student at any time. Single occupancy applicants may be reviewed by the Director of Residence Life and Housing and granted only in conditions where space is available and the student is in good disciplinary standing with the College. Private rooms are considered an extra luxury of the students residential experience.
5. Students will be given a room contract which must be signed and returned to the Office of Residence Life within the stated period of time. Residents who do not turn in their contracts on time are not guaranteed to keep their assignments.
6. Students who sign up for housing without a roommate or whose roommates withdraw from housing will be assigned another roommate and may be moved to another room

or hall.

**NOTE: Students forfeit their "Squatter" and "Joiners" rights if the lottery card is not returned by the prescribed date given on the application.**

## Roommate Contracts

Living on campus at Centenary College will provide each student the opportunity to live with a variety of people and experience many different lifestyles. The Residence Life staff in the building are responsible for helping to create a positive living environment that begins in your room and extends to your floor. By using the Roommate Contract, honest dialogue and communication is initiated within your room and suite from the beginning. Contracts will be distributed and reviewed with your Residence Assistant and will be a constant source of referral as you and your roommate adjust to community living. This contract is critical as it will be the foundation for any mediations that the RA, Area Coordinator, or Director of Residence Life will use should problems emerge in your living environment. All students are encouraged to complete roommate contracts. First year students and their roommates are required to complete roommate contracts prior to the second week of the fall semester.

## Room Changes

A room change request is first and foremost a counseling situation. Students are expected to attempt to settle their differences and continue to live together in a respectful manner. A housing "freeze" occurs at the beginning of each semester. No room or roommate changes may occur until two weeks after the beginning of classes. All changes require the approval of the Director or Assistant Director of Housing and must first be mediated by their Resident Assistant. A $20.00 room change fee will be assessed to each student making a room change. In addition, the Director of Residence Life and the Dean of Student Life have the authority to initiate, at their discretion, revocation of housing contracts, relocation of housing assignments and/or appropriate disciplinary action should a situation call for such attention. Students assigned to double rooms who end up without roommates will enter a room consolidation process. During this process they may have a new roommate placed with them or may be reassigned to a different room. The $20.00 room change fee will be waived for students moving into assigned singles and for students involved in the consolidation process.

## Keys, Doors, and Lockouts

Students are responsible for all keys issued to them. Students whose keys are lost or stolen will be charged a substantial fine to cover costs associated with creating new keys and changing locks. Current key charges are $30.00 for a lost or stolen room key and $100.00 for a lost or stolen outside door key. Students must return their residence hall keys to their RAs as they check out of their room or residence hall. Keys not returned at that time will be treated as "Lost or Stolen Keys" and those students will be charged accordingly. All keys issued remain the property of Centenary College. Keys must be returned to the institution upon request, and may not be lent to persons who are not approved for access to that specific lock or facility. Employees or students who improperly lend, give away, or duplicate keys may be charged with the costs associated with changing those locks and may also face judicial sanctions.

If you lock yourself out of your room between 7 AM and 7 PM contact your RA or another RA in your building. If none of the RAs are home you may call the Department of Public Safety. Between 7 PM and 7 AM contact the RA on duty if you need to be admitted to your room. The first two times you need a door unlocked you will receive a verbal warning. Upon the third key-in and each one thereafter you will be fined $5.00 per incident.

Residential students are advised to always lock their door to their room and to never allow someone that they do not know into a residence hall. It is against college regulations to prop open a locked door or fire door. Propped exterior residence hall doors are a serious safety concern, and students seen propping these doors may be issued a campus citation by the Deparment of Public Safety and/or face residential judicial charges.

## Residence Hall Closing Procedures

Residence Halls officially close at the conclusion of each academic semester and at other times designated in the official College Calendar. All students are expected to vacate the halls at these times and will not have access to their room or belongings within. Before leaving for a break, students must conform to the Health and Safety break guidelines. Suite and room doors and windows must be closed and locked, all appliances and electrical items other than answering machines must be unplugged, and lights must be turned off. Students who wish to leave any other items plugged in may appeal to the Director of Residence Life and Housing. Students who wish to remain in the halls for a college sanctioned activity must submit their intention to do so at least two weeks prior to the beginning of that break. Other students for whom leaving the halls would be a significant hardship may apply to remain in the halls over short (less than 10 days) breaks and holidays. Normal residence hall services may not be available while the halls are officially closed. During these times, all housing rules and policies are still in effect. If there is reasonable cause to believe that a resident has violated any housing policy or community standard, he or she may be required to immediately vacate campus pending a hearing. Residents will be allowed to re-enter the halls when they re-open.

Residents are required to sign up with their RA for a time to check out of their room prior to moving to a different room or moving out of the residence halls. When a resident checks out of a room, all of their belongings must be out of the room, and their area of the room must be clean and ready for future occupancy. When the last occupant of a room checks out, the beds must be fully assembled and may not be bunked, lofted, or raised above the fifth-lowest peg setting. Failure to follow these procedures will result in improper check-out fees.

## Room Inspections

All students have the right to privacy in their rooms. However, on occasion the Residence Life Staff and other college officials are authorized to enter residents' rooms. Staff members may do so to respond to perceived emergency situations, public nuisance situations (a ringing alarm or odor that is disturbing others) or judicial violations, to confirm evacuation during a fire alarm or drill, to perform maintenance or facility observations or repairs, and to perform routine Health and Safety inspections. Suite hallways and bathrooms are considered public areas and may be entered by staff members during performance of their duties. Students' belongings will not be moved (other than is necessary to ensure their safety and to perform necessary maintenance functions) or searched (other than a "plain

view" visual check) without a letter signed by the Dean of Student Life, a search warrant issued by the court system or by the Director of Public Safety, or the permission of a resident of that room. Search warrants issued by college officials will specify the reason for the search. If the resident is available at the time of the search, he or she may be present during the search. The residence life staff may, after posting notification at least 48 hours in advance, check a room at any time for health, safety, or maintenance reasons. Safety or policy violations observed during these inspections will be referred through the appropriate channels.

# Safety and Health Measures

## Fire Alarms and Safety Equipment

It is against the law and the regulations of the College to tamper with fire equipment of any kind. Falsely pulled fire alarms and other forms of tampering with fire equipment are a serious safety issue and each student should accept personal responsibility for reporting anyone who does so. Students found responsible for false alarms or other fire equipment tampering will face serious sanctions up to removal from housing or expulsion, and may also face criminal charges. All students are required to evacuate buildings during fire alarms, and may not re-enter until cleared by a Residence Life or DPS staff member. Students who do not evacuate during fire alarms or drills will be fined and may face additional judicial sanctions.

## Fire Safety Regulations

The burning of any substance (other than cigarettes in approved smoking areas) is not allowed in the residence halls. Candles and incense may not be burned, and partially burned candles and/or incense are not allowed in the residence halls. Ashtrays should be emptied into trashcans only after ensuring that no embers are still warm or active. Multiple socket plugs are not allowed, and multiple-socket surge protectors should not have several high drain appliances in use simultaneously. Students in areas where circuit breakers need to be reset may be required to reduce their number of outlets or appliances in use to conform to the capacity of the electrical system. Appliances with exposed heating elements or hot surfaces (including but not limited to toaster ovens, electric skillets, fryers, and space heaters) are not allowed in the residence halls. Students may have a microwave (no more than 900 watts) and a refrigerator under 1.8 amps. Irons are allowed but may only be plugged in or used in public areas (lounges, etc.). Hallogen lights must have safety guards or screens installed, and may not be placed near any wall hanging or poster, to prevent items from landing on them and starting a fire.

## Health Issues and Missed Classes

Students' rooms should be kept reasonably clean and trash should be emptied as needed. Uncovered food and spills that are not cleaned up are considered health hazards, and are not allowed. Students should report illness to their resident assistant and the campus nurse. Students missing classes should notify their professors.

## Roof and Maintenance Areas

Equipment or maintenance rooms and the roof areas of all buildings and porches are off limits to all except those authorized for inspection, repair, or work reasons except in areas designated by the college as sun decks.

## Room Deposit

A $60.00 room deposit is required of all residents and is retained as a general housing deposit as long as the student resides on campus. The room deposit will be refunded at the end of the last semester a student attends the College, provided all financial obligations have been met. All damage charges assessed to a student prior to that time will be billed to his/her regular account. Charges for loss or damage of equipment or defacement of any community-used area such as lounges, recreation rooms, corridors, or bathrooms may be assessed equally against the residents of the area. Occupants may be charged for damages to individual rooms in the event the vandal(s) is/are not apprehended or known to the College.

## Telephone, Data, and Cable Service

The residence hall rooms are equipped with modular phone jacks and data ports. Each residence hall room is properly equipped for television cable service. Commercially available long distance and cable services may be contracted on an individual student-by-student basis. It is in violation of local, state, and federal codes for anyone to connect a cable line to a line of another subscriber to receive cable service without the expressed permission of the cable company. To do so is considered theft of services and can result in large fines and incarceration. The College may also take disciplinary action against anyone convicted of such offenses. The television in the lobby is available for residential student use.

## Theft and Property Damage

The College is not responsible for the theft or damage of personal property in residence hall rooms or elsewhere on College property. All students are strongly encouraged to obtain insurance coverage for their belongings. Students should report theft and vandalism to their RA and the Department of Public Safety. Prompt reporting is an important factor in recovering stolen items.

## Room Decorations and Furnishings

No furniture, including mattresses or extra furniture due to the singling of a double room, may be removed from the room without permission of the Office of Residence Life. College furniture may not be physically altered in any way. Decals and stickers should not be applied to College property. Decorations visible from public areas must be in good taste. Residents may decorate their room or suite doors, but are responsible for any damages to those surfaces.

## Pets

Pets and other animals are not allowed inside any campus facility, with the exception of fish. Aquariums may not be larger than 15 gallons.

## Posters, Publicity and Fund Raising:

All flyers shall be posted on bulletin boards and walls only, and the source must be clearly identified. Any banners, posters, or other publicity larger that a flyer may be posted outside of bulletin board areas so long as these are up for a period of no longer than ten (10) days. The status of listed or chartered shall allow an organization the right to post public-

ity (flyers and posters) on campus in compliance with the above regulations and without other restriction. Any on-campus publicity by off-campus or non-official campus organizations must be approved by the Director of Student Activities and comply with the above regulations. Any damage done to College property by the display of posters or any cleaning that needs to be done as a result of publicity materials littering the campus will be paid by the source of publicity. Publicity to be hung in the residence halls must be approved by the Director of Residence Life and Housing. Publicity should never be placed on exterior or stairwell doors without specific consent. In the event of a suspected violation by an individual or organization, any student or College official may submit a report to the Conduct Review Committee. The deciding judicial body may impose a fine of not more than $25.00 in addition to the aforementioned cleanup and repair costs. Special areas for and methods of publicizing College activities will be determined by the SGA. The Director of Student Activities must be contacted for authorization to hang banners in areas other than the residence halls. The Director of Residence Life and Housing must provide authorization for banners in or on the residence halls. All publicity must be removed by the sponsoring group within three days following the publicized event. Salespersons are not permitted to solicit on the campus without written permission from the Dean of Student Life. Students and staff should ask any solicitor for proof of written permission from the Dean of Student Life. Should a resident group want a salesperson to present or demonstrate a particular product in the residence hall lobby, the Residence Hall Council should notify the Dean of Student Life. This same procedure also covers solicitation of donations. Students desiring to sell products in order to earn money toward their education or College organizations conducting fund raising projects may apply to the Dean of Student Life for special permission to sell products.

## Weight Lifting Equipment

Barbells, weight lifting equipment, and dumbbells weighing over 5 lbs. each are not allowed in the residence halls. Weight equipment is available in the fitness center.

## Escort and Guest Policies

Opposite sex guests must be escorted by a resident in all areas of the residence halls except the main lounges. Students are responsible for the behavior of their guests and may be held accountable in campus judicial proceedings.

## Visitation Policy

### Opposite Sex Visitation:

Visitation hours are 11:00 AM to 3:00 AM daily. Students may request to be assigned to a room with no opposite sex visitation prior to the published assignment deadline.

### Lobby Visitation:

Students are allowed to have guests of the opposite sex in their residence hall lobby twenty-four hours a day. After the official visitation hours, a guest in a lobby must be in the company of his/her host(ess). Overnight sleeping in the lobby area is prohibited.

### Overnight Guests:

Students may have overnight guests of the same sex.

1. All overnight guests, even one staying in the room of the host or hostess, must be registered with the Office of Residence Life and Housing.
2. All guests must comply with our residence and campus regulations; the student host or hostess will be responsible for any infraction by his/her guest(s).
3. Guests may stay on campus for no more that three nights. Exceptions must be approved in writing by both the Director of Residence Life and the host or hostess's roommate.

## Quiet Hours

Quiet Hours are in effect from 9:00 PM to 9:00 AM each weeknight and from midnight to 10:00 AM on weekends. Hall Councils may modify the quiet hours of their building subject to approval by their Area Coordinator. Courtesy hours are in effect at all times, and students must reduce excessive noise that disturbs others. Students who are inconvenienced by noise should make a request to the offenders. If noise continues, students should report it to a resident assistant or file a communication report. Communication report forms are available from any resident assistant, the Office of Residence Life or Office of Student

Life. **Residence Halls will observe 24 hour quiet time beginning at 10:00 a.m. the day before Finals Week.** Hall Councils may approve a lifting of the quiet hours for a maximum of two (2) hours each day with the approval of their Area Coordinator. Designated hours will be posted in each residence hall. A student who violates quiet hours is subject to a minimum $25.00 fine per incident. The quiet hours policy extends through the last scheduled final exam.

# Community Standards

As a community, particularly a residential community, there are certain standards that must be observed to provide an atmosphere conducive to learning. Many standards have been set by the College and others will be set in the residence halls through Hall Council, Community Contracts and Roommate contracts. Each student is responsible to the community for upholding all standards. Outlined below are a few expectations that must be observed in order for each student to receive the educational experience that Centenary offers.

## Alcohol and Other Drugs

Centenary College Has enacted guidelines and rules regarding the possession, use and distribution of alcohol and controlled dangerous substances in order to comply with state law and the **Drug-Free Schools and Campuses Act of 1989**. These guidelines are also intended to establish an academic environment that promotes the health, safety and welfare of all members of its community. According to Louisiana law, it is unlawful for anyone under the age of 21 to purchase or have public possession of any alcoholic beverage. It is also unlawful to furnish alcohol to someone underage or obviously inebriated. Violations of the law may result in criminal prosecution and/or disciplinary action. Use, possession or distribution of alcoholic beverages in or on any College property, regardless of a person's age, is prohibited by college policy. All events sponsored by campus organizations, on or off campus, must comply with the guidelines established by the Office of Student Life.

Centenary College students are expected to comply with city, state and federal laws regarding controlled dangerous substances. Consequently, individuals found using, possessing or distributing controlled dangerous substances, except as expressly permitted by law, are subject to disciplinary action and/or possible arrest, imprisonment or fines. Lousiana law provides for increased penalties for individuals convicted of felony possession or distribution of drugs to students and/or on school grounds including Centenary College property.

Centenary College guarantees procedural fairness in disciplinary proceedings to any student accused of violating alcohol or other drug policies or laws through referral to the Conduct Review Committee. For the purposes of campus judicial proceedings, possession is defined as being present in a room or area where there are drugs, alcohol or paraphernalia. Students with alcohol, drugs or paraphernalia in their assigned residence hall room are also considered to be in possession. Students found responsible for violating these policies may face a range of sanctions including required educational activities, removal from housing, suspension and expulsion. Campus disciplinary action does not preclude criminal charges and sanctions.

A brief overview of city and state laws regarding the use of alcohol and illicit drugs may be found in Appendix A of the Student Handbook. Information regarding the health risks associated with the use of alcohol and illicit drugs and information on education, counseling and treatment resources is included in the section sof the Student Handbook entitled "Student Resources" and "Off Campus

Resources." The Centenary College Counseling Center will provide free confidential counseling for any student who is concerned about his or drug or alcohol use. The Counseling Center is located in Rotary Hall and the phone number is 869-5424.

### Drug-free Schools and Community Act of 1989:

Centenary College complies with the Drug-free Schools and Community Act of 1989 by publishing information regarding institutional policy and sanctions as well as federal, state and city laws concerning the use of alcohol and illicit drugs in Appendix A of the Student Handbook. Information regarding the health risks associated with the use of alcohol and illicit drugs and information on educational, counseling, and treatment resources is included in the sections of the Student Handbook entitled "Student Resources" and "Off Campus Resources." Centenary College guarantees procedural fairness in disciplinary proceedings to any student accused of violating alcohol and other drug policies or laws through referral to the Conduct Review committee. Students found responsible for violating these policies may face a range of sanctions including required educational activities, removal from housing, suspension and expulsion. Campus disciplinary action does not preclude criminal charges and sanctions.

The Centenary College Counseling Center will provide free confidential counseling for any student who is concerned about his or her drug or alcohol usage. The Counseling Center phone number is 869-5424. It is located at 2910 Centenary Blvd.

## Civil and Criminal Law

Students should refrain from conduct which violates city, state, and/or federal laws. Suspected violations of the law will be referred to the Centenary College Department of Public Safety (DPS) and/or any other appropriate law enforcement agency. Criminal complaints filed against a student for on or off campus behavior may result in disciplinary action through the college judicial system.

## Computer Use Policy (Revised April 1999)

This policy is intended to define authorized use and ensure security of Centenary College facilities and resources. This includes such information technology as hardware, software, e-mail, and home pages. Administration of this policy, technology services, electronic information security, and usage resides with the Information Technology Services (ITS) Department. Authorizations required in this policy come from the Chief Information Officer (CIO) through the ITS Director. ITS provides service in the following priorities: 1) emergencies (all other change must be systematically planned, researched, and implemented), 2) institution-wide projects, 3) departmental needs, and 4) individual requirements.

**Conditions of Usage.** Usage is limited to Centenary faculty, staff, and students, unless specifically authorized by the CIO. In using Centenary facilities and resources, users agree to hold harmless Centenary College, its staff, and affiliates for dutiful enforcement of the computer use policy. Notification of policy change is posted on bulletin boards of large labs and in e-mail. **User files** may be deleted where storage space becomes insufficient. Accounts may be removed if there is no log-on for six months. ITS will make an effort to contact users before such deletions or removals and provide archival copies. Accounts of users who are no longer associated with Centenary will be removed. Where there is threat or risk to facilities or resources then without prior notification ITS may need to restrict

users or reconfigure technology. Where possible, information adversely affected will be reloaded from tape backup.

**Home Pages.** Authorization requests are directed to ITS and must include: 1) user signature, 2) printed name, 3) log-in, 4) request date, 5) signature of department head for staff or faculty, and 6) signature of a sponsoring full-time faculty member for students.

Home pages must include 1) name of the department if a departmental home page, 2) link back to the college, 3) name and e-mail address of the home page holder/author, 4) date of last update, 5) URL, and 6) a disclaimer if an individual's home page, stating:

*"The views and opinions expressed in this page are strictly those of the author and have not been approved by Centenary College of Louisiana."*

Home pages must be kept current and thoughtfully orient visitors who may enter through an outside link without passing through a Centenary institutional page. Home pages must be legal; for example, information belonging to others may not be included without owner permission.

**Violation.** Violation of this policy occurs when a student's usage poses a clear and present danger to either information, security, technology, or usage. (Indicated, for example, by system-logged attempts of the student trying to hack into the system.) **Information** violations include *unauthorized* attempts to access, change, copy, delete, destroy, print, or read information restricted to the institution, a person, or a group. **Security** violations include attempts to circumvent data protection, or to destroy, tamper with, or uncover security protection. **Technology** violations include attempts to destroy, endanger, remove, tamper, vandalize, or, without authorization, use technology. **Usage** violation is violation of network traffic affected by the use of games, recreational programs, pictures, or sound not related to course work. Usage must be shared with others in a manner consistent with Centenary's educational mission. College facilities and resources cannot be used for *illegal* display or broadcast of libelous, fraudulent, defamatory, harassing, obscene, threatening, or prank material, or if illegal, to make other transmission, or to violate copyright or licensing agreements.

**Penalties.** Should a student violate this policy, usage may be revoked or conditioned on a signed written agreement to comply with the policy or other agreement. Violation of policies, agreements, or law may result in disciplinary proceedings, dismissal, and other penalties.

## Failure to Cooperate

Students must comply with official college policies and cooperate with the requests of College officials (faculty, administration, resident staff, and Residence Hall Councils) in the performance of their duties. Students who do not attend scheduled judicial hearings and sanction meetings or who do not complete assigned judicial sanctions on time are also considered in violation of this policy and may be assigned additional sanctions. Administrative sanctions may be appealed to the Conduct Review Board.

## False Information

Willfully and knowingly furnishing false information to the College or a College official, including the Residence Hall Staff, is prohibited.

## Fire Alarms and Fire Safety Equipment

Giving a false alarm of fire or willfully and knowingly tampering with fire safety equipment is in violation of campus policy and state law. Centenary College considers these violations to be very serious as they could result in the loss of human life. Individuals found to be guilty of these violations face disciplinary action and/or criminal prosecution.

## Firearms, Explosives and Weapons

Centenary College is a Firearm Free Zone. Louisiana law prohibits students and nonstudents from carrying a firearm or dangerous weapon on school property or at a school sponsored function, except as enumerated in Louisiana Revised Statute 14:95.2. "Dangerous weapons" are defined by law as any gas, liquid or other substance or instrumentality which if used is calculated or likely to produce death or great bodily harm. Students should be aware that switch blades, spring knives, bows and arrows, throwing stars, and nunchuks are included in this definition of dangerous weapons. Violations of the law may result not only in disciplinary action but also in criminal prosecution.

In order to provide a safe environment that is conducive to learning, Centenary College has established a broader weapons policy. Use, possession, or distribution of any weapon, incendiary device, or explosive without specific authorization is prohibited in or on any College property and at any College sponsored activity. Centenary College's definition of weapons includes not only those prohibited by state law but also clubs, air rifles, BB and pellet guns, knives (other than small cooking and pocket knives), slingshots, and paintball guns and ammunition. Items such as firecrackers, bottle rockets and the like are considered "explosives." Water guns and balloons may not be used in the residence halls. Violations of these policies will result in disciplinary action.

## Hazing

Hazing in any form (physical or emotional), on or off campus, by an individual, group of individuals, or campus organization is strictly prohibited. Centenary College defines hazing as any activity or function that is demeaning or embarrassing to an individual or group of individuals. Hazing or the use of any method of initiation into a fraternal organization that is likely to cause bodily danger or physical punishment is also against the law.

## Honor Code

Students must adhere to the Honor Code of Centenary College. (see Honor Court Constitution and Guidelines for the Honor System for more details)

## Inappropriate Conduct

Harassing behavior and conduct that leads to embarrassment or indignity of others are not permitted while on College property or at College-sponsored activities. Students may not dress in a manner that is offensive or disruptive. Disrespect toward college officials (including residence hall staff) is not permitted.

## Misuse of College Materials

Students may not forge, alter, or otherwise misuse College documents, records, identification and other materials, records, access codes, computer passwords or computer software.

## Copyright And Compliance Policy

The unauthorized copying of any software licensed to Centenary College or protected by copyright constitutes theft and is thus both unethical and illegal. Failure to observe software copyrights and/or license agreements may not only result in disciplinary action by this institution but also severe penalties as a result of legal action by the copyright owner against the person(s) violating this policy.

Centenary College prohibits the unauthorized copying of software, including programs, applications, data bases, and code, by students, faculty, and staff of this institution, as well as the use of any college-owned computing resource for unauthorized commercial purposes.

Users of such agree to comply with the provisions of this policy and understand that their disregard will subject abusers to prompt disciplinary action by the college and other possible penalties prescribed under the law.

## Misuse of Property

Misuse of property is defined as theft of, damage to, or illegal possession of property belonging to or administered by the College, a member of the College community, or any campus visitor. Littering, vandalism, and other acts which permanently or temporarily deface or destroy College buildings and/or grounds also violate this policy.

## Obstruction of Proceedings or Activities

Individuals may not obstruct, disrupt, or hinder teaching, administration, disciplinary proceedings or other College activities, including public service functions or other authorized activities on College property.

## Organizations

All formally recognized Organizations must have a Constitution approved by the Student Government Association and must abide by all College, State, and Federal policies, procedures and laws.

## Physical Abuse

It is illegal not only to intentionally use force or violence upon another person but also to intentionally place another person in fear that he or she will be a victim of force or violence. An individual can be placed in apprehension of violence not only by verbal threats but also by threatening behavior, gestures, pictures, etc. Consequently, any conduct which threatens or endangers the health, safety or well being of any person on College property or at a College sponsored function is strictly prohibited. Students should report any incident of physical abuse or the threat of physical abuse, regardless of whether or not they are the victim, to the Department of Public Safety in order that measures can be taken to protect the victim. Victims are encouraged to seek counseling at the Centenary College Counseling Center or one of the counseling centers listed under Off Campus Resources.

## Preparation Week

The college has set aside the week before final exams in both the spring and fall semesters as a special time to review academic work and prepare for final exams. It is designated as Prepara-

tion Week. The following policy and requirements are designed to help students concentrate on their studies by reducing the usual multitude of college activities that demand time and attention. As of 8:00 a.m. on the first day of Preparation Week, no papers, tests or additional work (beyond completion of courses) may be assigned. Lab tests may be given during Preparation Week. Class assignments made earlier in the semester may be given during Preparation Week.

As of 8:00 a.m. the 4th day of Preparation Week and continuing through exam week, no college-sponsored or affiliated groups may hold meetings or programs that involve students and/or require student attendance. The Conduct Review Committee acting on official business may meet at this time. On the Saturday of Preparation Week, from 6:00 p.m. to 12:00 midnight, there will be suspension of these requirements allowing students and their organizations opportunities for recreational activities. At midnight, Preparation Week requirements resume and continue through exam week. The Student Services Committee may not consider petitions for exceptions to policies governing Preparation Week.

## Public Expression

Students and approved organizations have the right to publicly assemble and express themselves provided they abide by all College, State, and Federal policies, procedures, and laws.

## Residential/Housing Policies

All residential and commuter students are responsible for knowing and abiding by all housing policies while in residential facilities. Residential students are required to pay residence hall dues or fines on time and to attend all scheduled hall and floor meetings.

## Sexual Assault

A survey of college-aged women across the United States found that one in four had been the victim of rape or attempted rape. Various studies have shown that the majority of sexual assaults are committed by someone known to the victim. Centenary College, in response to these alarming statistics, has implemented various educational programs regarding sexual assault. Sexual assault of any type will not be tolerated in the Centenary College Community. Under Louisiana law there are four basic categories of sexual assault. The first is rape, which is defined as anal or vaginal intercourse committed without the person's lawful consent. Students should be aware that intoxicated persons who are not able to understand the nature of the act are not capable of giving lawful consent. The second category of sexual assault is sexual battery. Sexual battery is defined as the touching of the anus or genitals of the victim by the offender using any instrumentality or any part of the body of the offender or vice versa without the consent of the victim. In general terms, sexual battery occurs when a person touches another in an intimate area without their consent. Oral sexual battery is the third category. Oral sexual battery is when an offender compels the victim (by placing the victim in fear of receiving bodily harm) to submit to the touching of the anus or genitals of the victim by the offender using the mouth or tongue of the offender or vice versa. The final category of sexual assault is intentional exposure to the AIDS virus. For the purposes of this section this occurs when a person intentionally exposes another to the AIDS virus through sexual contact without their knowing and lawful consent. Within these basic categories there are various types of the offense such as aggravated rape, forcible rape, simple rape, etc. which are determined by such factors as the degree of physical violence involved in the crime, the age of the victim and the mental capacity of the victim. Dating or knowing the victim is not a legal

defense for sexual assault. For anyone convicted of rape, sexual battery or oral sexual battery the penalty required by Louisiana law is imprisonment without benefit of parole, probation or suspension of sentence. The length of imprisonment and whether or not it is at hard labor depends on the offense. A chart in Appendix A lists the different types of sexual assault and the corresponding penalty.

If you are the victim of a sexual assault, please get help quickly. If the offense occurred on campus you may contact the Department of Public Safety or, if off campus, the city police or sheriff's department. Filing a report at the time of the crime will help protect you and others from further victimization, help apprehend the assailant and maintain your future options regarding criminal prosecution, college disciplinary action and/or civil action against the perpetrator. You will not be required to press charges or go to the hospital, but will have the option to do so. If you choose to contact the police you should not touch anything, change your clothing, shower or douche to prevent any evidence from being destroyed. A law enforcement officer will take your statement regarding what transpired and will make arrangements for you to go to the hospital. At the hospital you will first be treated for any injuries. Hospital personnel will then follow a special rape protocol, which includes the collection of evidence, testing for sexually transmitted disease and the option of receiving a post-rape contraceptive.

If you do not wish to report the crime to the police you should still seek counseling from the College Counseling Center or other counseling programs which are listed in the section of the Student Handbook entitled "Off-Campus Resources." Centenary College personnel from Residence Life, the Dean of Students Office, the Counseling Center and the Department of Public Safety are available to assist you in any manner possible including arranging for a change in academic or living situations.

# Smoking Policy

Smoking is not permitted in the administrative and academic facilities, Haynes Gym, the library, cafeteria, Sexton Residence Hall, Hardin Residence Hall, Rotary Suites, the Student Union Building, or the Gold Dome. Smoking is permitted in the designated areas of the Physical Plant.

## James And Cline Residence Halls

Smoking is allowed in individual resident rooms only if the roommate and all suitemates agree in writing to allow smoking. Each of these halls may vote to approve smoking in one enclosed lounge.

# Sports/Recreation Policy

Golf- Playing or practicing golf is not allowed on campus due to the potential of injury to bystanders and the possibility of damaging college grounds and property.

Frisbee- Throwing a Frisbee on campus or playing Frisbee golf is permitted providing care is taken with pedestrians in the area.

Roller Blades/Skates- Not permitted inside any facility or on any tennis courts.

Skate Boards- Not permitted on campus.

NOTE: Sports of any type are prohibited in the residence halls.

## Unauthorized Entry

Unauthorized entry into or use of any College facility or property is a violation of campus policy and possibly of state law.

# Judicial Affairs

In developing responsible student conduct, disciplinary proceedings play a substantial role secondary to example, counseling, guidance, and admonition. At the same time, the College has a duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarships and conduct for the student and through the regulation for the use of College facilities. In the exceptional circumstances when the preferred means fails to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from unfair imposition of serious penalties. The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions that may be applied. The jurisdictions of student judicial bodies, the disciplinary responsibilities of College officials and the regular disciplinary procedures, including the student's right to appeal a decision, are clearly formulated and appear in this publication. Minor penalties may be assessed informally under prescribed procedures. Centenary College is dedicated to the proposition that personal responsibility is one of several characteristics necessary to a college learning experience. It is anticipated that the majority of the students, when told of the expectations of the College, will choose to abide by them. Inevitably, however, there will be those students who choose to do otherwise. In order to insure that due process is afforded those who choose to act contrary to these expectations, the College has established a judicial system Technical aspects of student's rights, freedoms and responsibilities, are covered in the statement by that name.

## *Role of the Honor Court*

The Honor Court is responsible for hearing cases of suspected academic misconduct. Technical aspects of the Honor Court and its procedures are stated in its constitution. Suspected violations of the Code are referred to one of the Justices or one of the faculty advisors.

## *Role of the Judicial Referral Board*

The Judicial Referral Board is made up of a member of the Dean of Student Life professional staff, the Chairperson of the Judicial Board and Chairperson of the Conduct Review Committee. An alternate for each of these persons will be chosen so that he/she may act in the absence of the primary officer. The Chairperson of the Judicial Referral Board is the Chairperson of the Conduct Review Committee. The Judicial Referral Board is responsible for the referral of cases of alleged student misconduct to the Residence Hall Councils, the Judicial Board, or the Conduct Review Committee. Summer discipline cases will be heard by an ad hoc committee appointed by the Chairperson of the Conduct Review Committee. Appeals should be made to the Conduct Review Committee.

## *Role of the Hall Councils*

Each residence facility elects, from among its residents, representatives to serve on the

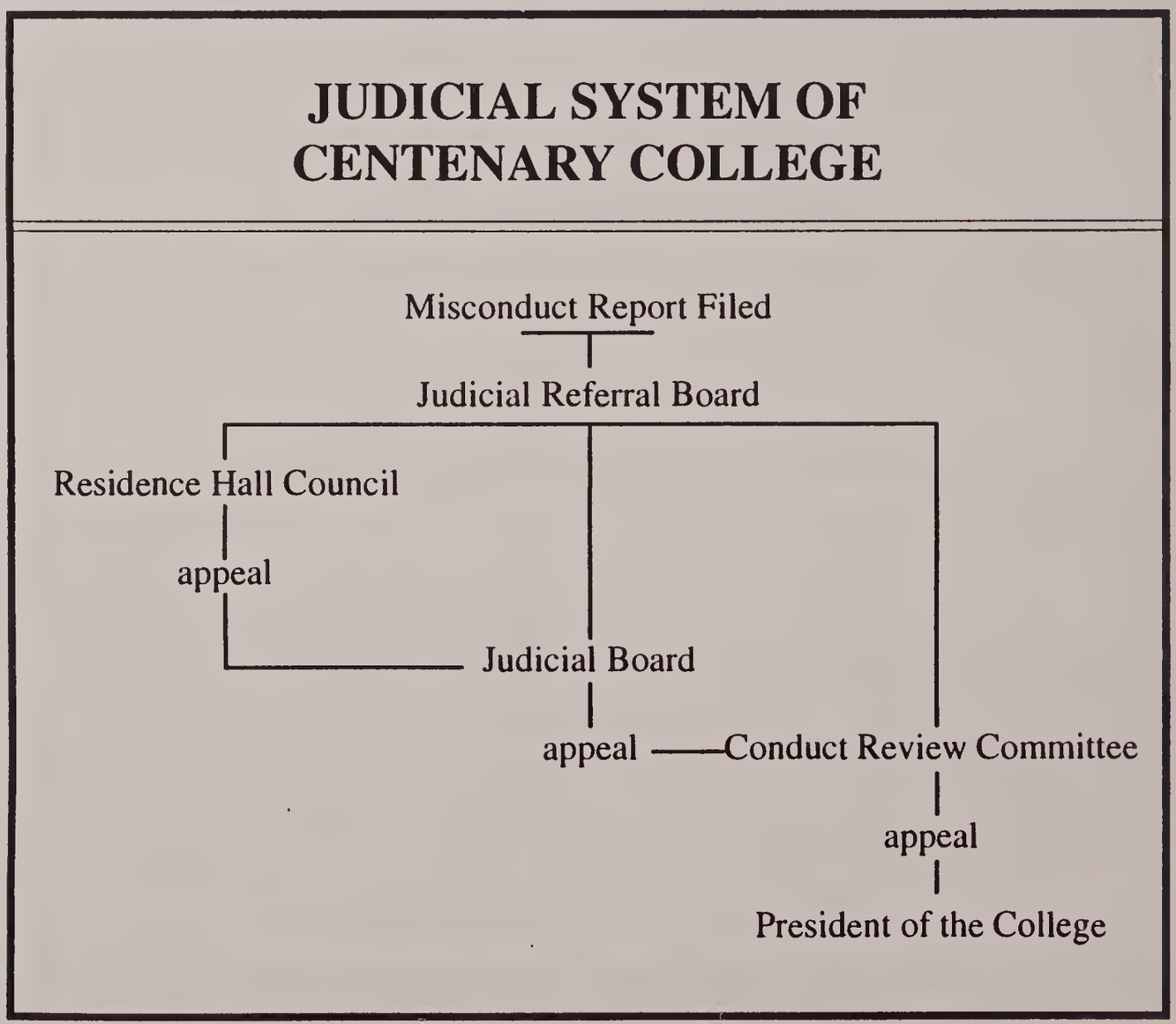
Hall Council. The Judicial Referral Board may elect to refer suspected misconduct within the facility to the Hall Council for review and action. Appeals to the Hall Council decision are sent to the Judicial Board.

## *Role of the Judicial Board*

The Judicial Board is responsible for hearing and acting upon cases referred to the group by the Judicial Referral Board and which involve specific areas of conduct for which any student may be subject to disciplinary action and for hearing and acting upon appeals to cases heard by a Residence Hall Council. Technical aspects of the Judicial Board and its procedures are stated in the Student Government Association and Judicial Board Constitutions. In the event a student whose case was heard by the Judicial Board is dissatisfied with the decision of the Board, he or she may appeal the decision to the Conduct Review Committee.

## *Role of the Conduct Review Committee*

The duties of the Conduct Review Committee include considering and deciding upon all cases of misconduct referred by the Judicial Referral Board. Allowable penalties include suspension and expulsion. The committee also decides upon appeals resulting from other disciplinary action. If a student questions the fairness of disciplinary action taken against him by a judicial body, he or she should be granted, on request, the privilege of a hearing before this Committee. Technical aspects of the Conduct Review Committee and its procedures are stated in its guidelines. In the event a student is dissatisfied with a decision of the Committee, he or she may appeal the decision to the President of the College.



The President is included in the due process procedure for students who have violated behavioral policies of the College. He/she is available as a "last" on-campus source of appeal from a decision or review of the Conduct Review Committee. Also inherent in the office of the President is the obligation to take whatever measures may be necessary to protect the well-being and integrity of the College and its members. This obligation is reserved for emergency circumstances only. Nothing herein contained shall be regarded as detracting from the traditional plenary powers of the President of the College and, notwithstanding anything to the contrary herein contained, the President of the College may on his/her own initiative and at his/her own discretion immediately and without any procedural requirements whatsoever suspend or expel the student, or otherwise suspend or terminate the student's right to be present on the campus or to attend classes. Such action is subject to review by the Conduct Review Committee, but the status of the student, pending final action, shall remain that in which the student has been placed by the President.

# CONDUCT REVIEW COMMITTEE

## PURPOSES AND RESPONSIBILITIES

1. A primary function of the committee is to consider and decide upon all cases involving non-academic misconduct referred to it by the Judicial Referral Board.
2. The committee also decides upon appeals resulting from other disciplinary action, including that of the Honor Court. If the student questions the fairness of a disciplinary action taken against her/him by a Dean or a student judicial body, he/she should be granted, on request, the privilege of a hearing before this committee.
3. At the request of the Executive Council of SGA, the committee will rule upon the constitutionality of actions taken by the Student Government Association
4. Furthermore, the committee should stay informed about disciplinary problems and make recommendations to judicial bodies and members of the administration charged with disciplinary responsibilities.

### Composition of the Committee

1. The committee shall be composed of seven voting members (two faculty members, one staff member, four student members and a faculty member shall serve as chair). Student members shall not hold any elected office to the Student Government Association, membership on the Judicial Board, or membership on the Centenary Honor Court. The chairperson should have a minimum of one year's previous service on the committee. The Dean of Student Life shall be an ex-officio member of the committee without vote, and shall function as its executive officer ... that is, charged with the responsibility of enforcing the decision of the committee.
2. The two voting faculty members of the committee are recommended by the Faculty Coordinating Committee and appointed by the President for terms of one academic year. Whenever possible, for purposes of continuity, faculty members will serve more than one term.
3. The four voting student members, one representing each class, are nominated by a majority vote of the Student Senate, subject to the approval of the President of the College.

4. The staff member of the committee shall be appointed by the President of the College.
5. The composition of the committee during the summer will be determined by the committee at its May meeting. The chairperson of the committee will call a meeting of the committee in the early part of May to determine who will be available for summer meetings, if needed.
6. Whenever possible, appointments to this committee are made with due consideration for the principle of separation of power as defined in the SGA Constitution.

## Procedural Rules

1. Four student members, two faculty members, and the staff member must be present in order for the committee to make a decision unless the accused waives his or her rights to the full committee being present. A minimum of five members of the committee must be present to hear a case.
2. The committee will meet in regular session once each semester to discuss procedure and campus disciplinary problems.
3. The committee chairperson or the President of Centenary College can call a committee meeting at any time either by verbal or written notice.
4. The agenda for the meeting will not be disclosed to the members in advance. Prior to each hearing, the chairperson shall ask committee members if they have been approached prior to the hearing by representatives of either side (accused or accuser) and to what extent. Persistent or inappropriate contact prior to a hearing may result in an additional violation under Obstruction of Proceedings.
5. The proceedings of the meeting are held in strict confidence.
6. The chairperson of the committee will request that two sets of minutes be prepared by a faculty/staff representative. One set of minutes will be kept in the file of the committee secretary, the other in the Office of the President of Centenary College.
7. No member of the committee who is interested in a particular case in any way other than his or her official function as a member of the Committee shall sit in judgement during the proceedings.
8. The committee should confirm that the accused has received in writing all charges brought against him/her and has had sufficient time to prepare a defense (five days minimum). The accused and the accuser may present any evidence that the committee deems pertinent and relevant to the case.
9. Both the student who is accused and the student who makes the accusation have the right to be assisted in the case by a Centenary College faculty or administrative advisor of their choice.
10. The burden of proof rests upon the persons bringing the charge.
11. The accused shall be given the opportunity to testify and present evidence and witnesses. In appeals from decisions by the Honor Court, the Honor Court will be the accuser and will be bound by provisions of Article 7 of the Honor Court. In all other cases he or she shall have an opportunity to hear and question adverse witnesses. In no case shall the committee consider statements against him or her unless he or she has been advised of their content and of the names of those who made them, and unless he or she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

12. (a) All members of the committee have the right to question the accused, the accuser, and the witnesses.

    (b) The accused has the right to question the accuser and witnesses.

    (c) The accused, as well as the accuser, has the right to remain in the room as long as the case is being heard and until the committee is ready to deliberate, or until the committee considers another (separate) case.

13. (a) The decision of the committee shall be based solely upon matters considered by the committee at the hearing.

    (b) The committee may dismiss charges, or may assess penalties ranging from warnings through expulsion.

    (c) The chairperson communicates the decision to the accused. A letter of confirmation follows.

14. The chairperson will prepare six (6) letters of response that reflect the final decision of the committee - one for the accused, one kept in the files of the chairperson, one each in the offices of the President of the College and the Dean of the College (Provost), and two in the office of the Dean of Student Life.

15. For the Conduct Review Committee to consider an appeal, the student must file such an appeal in writing with the committee chairperson within one week after the decision has been rendered by a lower body. (Appeals of decisions of the Honor Court must be made to the Provost and Dean of the College in accordance with Article X of the Honor Court Constitution.)

16. The decision of the Conduct Review Committee is usually considered final, however, decisions (other than Honor Court appeals) are appealable to the President of the College, or ultimately to the Board of Trustees.

17. Nothing herein shall be regarded as detracting from the President's powers as set forth in the "Statement on Student Rights and Freedoms" as it appears in the *Student Handbook.*

# Procedure for Establishing and Modifying Expectations for Students

Centenary College has established a channel of communication through which students should proceed in order to either establish or modify the expectations the College holds for them. The channel for modification goes through the Student Senate to the Student Services Committee. From this committee the channel continues through the Dean of Student Life to the Administrative Council and the President of the College. Matters concerning the faculty will be reviewed by the Faculty Senate with appropriate action referred to the Administrative Council. The diagram on the following page depicts the channels of communication.

## *Role of the Student Government Association*

Any student who believes the expectations which Centenary College holds for him/her are unrealistic may approach the Student Senate in person or through a senator and express his/her convictions. If successful, he/she may engage the cooperation of the Senate in presenting his/her aims to the Student Services Committee. Additionally, the Student Senate may bring before the Student Services Committee, without outside suggestion, such

additions or modifications of Centenary College expectations as it may deem appropriate. Technical aspects of the Student Senate and its procedures are stated in its constitution and bylaws.

## *Role of the Student Services Committee*

It is the role of the Student Services Committee to receive all proposed additions and modifications to the expectations Centenary College holds for its students, to review the contents of these proposals, and to develop and present recommendations concerning such proposals to the Administrative Council and the President of the College after review by the Dean of Student Life. Faculty members of the Committee may share and/or solicit input from the faculty as needed. In the event the Administrative Council or the President of the College does not approve a proposal from the Student Services Committee, it becomes the responsibility of the Student Services Committee to accept the response as final or to negotiate directly with them until a proposal is submitted which meets their approval.

## *Role of the Faculty*

The faculty representatives of the Student Services Committee, at their discretion, may make periodic reports of Committee business to the entire faculty. A faculty vote is only required when specific proposals directly relate to the defined role of the faculty.

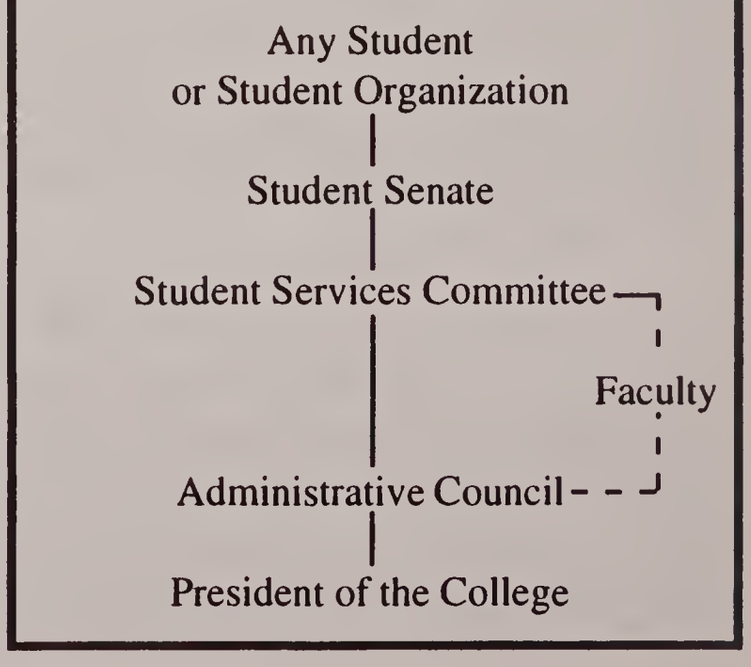
## *Role of the Administrative Council*

The Administrative Council Members act as a "final" review of proposals and recommendations from the Student Services Committee and advise the President as to content and impact on the College and College Community.

## *Role of the President*

The President of the College, after a review of each proposal submitted to him/her, will make a decision regarding the acceptability of that proposal. Traditionally, the President does not establish rules and regulations governing student life on campus. Rather, he/she more often acts as a reviewing agent or authority, rarely using his/her veto power. In this role, he/she should understand and interpret the points of view of students, faculty, and Board of Trustees, and with sound counsel aid them in establishing and maintaining a program of student life that works for the benefit of the entire College community. His/her decisions are communicated to the chairperson of the Student Services Committee who will in turn notify all parties.

**CHANNEL OF COMMUNICATIONS FOR ESTABLISHING OR MODIFYING EXPECTATIONS FOR CENTENARY COLLEGE STUDENTS**



# SEXUAL HARASSMENT
## CENTENARY COLLEGE POLICY
## I-93R (5/24/94)

Centenary College seeks to cultivate a spirit of community in which each individual may participate without fear of intimidation. The College does not tolerate discrimination in any form.* All employees and students are expected to avoid any action or conduct which might be construed as sexual harassment. Sexual harassment is defined as follows:

**Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a requirement of employment or participation in an academic program or activity, (2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working, academic or campus environment.**

Any behavior deemed to be sexual harassment by a member of the staff or faculty may be reported directly to the aggrieved party's supervisor (immediate or higher); a student shall report to the Dean of Student Life. (Hereafter, the individual who receives the information from the complainant will be referred to as the facilitator.) After consultation with the facilitator, the matter of alleged harassment may be pursued further following the sequence outlined below. However, upon the request of the complainant, this process may be terminated at any step, whereupon all documentation would be destroyed. A fair process shall be observed in which the rights of both the complainant and the accused are respected. The investigation of the complaint will proceed as follows:

1. To encourage that the issue be resolved informally, a meeting of the facilitator, the complainant, the complainant's advocate (if so desired by the complainant), the accused and the accused advocate (if so desired) shall be called by the facilitator who shall encourage open discussion, in which both parties involved in the complaint may hear a description of the situation from the other's point of view in an effort to resolve the complaint. This meeting shall remain confidential without documentation and is an option to the complainant initiating a formal complaint.
2. Should the complaint not be resolved informally, the complainant may formalize the complaint; a written and signed complaint should be filed with the appropriate official within one (1) calendar year, as follows:
    - **a.** If the accused is a student, a "Report of Suspected Student Misconduct" shall be filed with the Dean of Student Life, who shall, in turn, refer the case to the Judicial Referral Board for review. The Judicial Referral Board, responsible for the referral of cases of alleged student misconduct, will refer the complaint to the Conduct Review Committee. Appeals to the Conduct Review Committee are referred to the President of the College.
    - **b.** If the accused is a faculty member, the complaint shall be filed with the Provost and Dean of the College, who shall forward the complaint to the Personnel Committee, which shall make a recommendation for action to the Provost. Decisions of the Provost may be appealed to the President of the College.
    - **c.** If the accused is a staff member, then a complaint shall be filed with his or her

immediate (or higher) supervisor, who shall refer the complaint to the Vice-President of Finance and Administration. Appeals to decisions of the supervisor and Vice-President of Finance and Administration should be made to the President of the College.

**d.** If the accused is a member of the senior administration, then the complaint shall be filed with the President of the College. If the complaint is against the President, it shall be filed with the Provost. Any such complaints shall be referred to the Chairman of the Board.

3. When a violation of College regulations and policies has occurred, action through the investigative process may be the best remedy. Therefore, action may include, but is not limited to, the following: no formal action taken, a warning, documentation in the individual's permanent personnel record, or dismissal of the student or employee. All paperwork associated with investigation of the complaint shall be destroyed after a period of six months unless there is a judgment of guilty. In such cases, records relating to the case shall be maintained in a confidential file in the Office of the President.
4. The institution will make every effort to ensure any complainant, or accused, is protected from any actions of harassment or abuse during the investigative and hearing processes outlined above. If such action does occur it should be reported to the appropriate official as indicated previously.

Unless specifically addressed in this document, this policy does not supersede any existing provisions of the Faculty Handbook or administrative polices of Centenary College.

***Sexual Harassment statutes developed out of Section 703 of Title VII of the Civil Rights Act of 1964.***

# Campus Organizations and Groups

## Athletic Organizations

**Intramural Sports** — activities include Ping-Pong, pool, racquetball, tennis, softball, flag football, basketball, and volleyball. Contact the Intramural Director.

**Leading Ladies Dance Line** — tryouts are held annually in the Spring. The dance line is open to all full-time students in good standing. Contact the Athletic Department at 5275.

**Varsity Athletics** — Centenary is the smallest NCAA Division I school in the country. Our 15 intercollegiate sports are: Men's baseball, basketball, golf, tennis, soccer, cross country, riflery; and women's golf, soccer, softball, tennis, volleyball, gymnastics, cross country, riflery and basketball. Contact the Athletic Department at 5275.

## Dance Organizations

**Escaped Images dance company**— was established to provide an opportunity for Centenary students to perform and choreograph. Dance students who demonstrate appropriate skill, desire, and dependability are invited to join the company. A major dance concert is presented every other year. The students in the choreography class (plus any other qualified students who wish to participate) present a concert in the alternate years. The company also participates in performances in the community. Contact Mrs. Ginger Folmer at 5077.

**Leading Ladies Dance Line:** (See Athletic Organizations)

## Academic Departmental Organizations

**Alpha Sigma Chi** — was organized to provide chemistry students with an opportunity to gain practical experience that will help in their future careers. Contact John Thurston at 5230.

**Math Club** — Contact Dr. Yvonne Ilke Yaz at 5204.

**Physical Education Major's Club** — Contact Dr. David Bedard at 5080.

**Physics Club** — Contact Dr. Jerry Lisantti at 5219.

**Psychology Club** — Contact Dr. Lou Bettinger at 5053.

**Pre-Law Club** — provides information, programs, and preparation for students interested in law as a career. The Society sponsors programs by law school representatives, prominent attorneys, and public officials. It also provides help in preparation for the Law School Admission Test. Contact Dr. Rodney Grunes at 5180.

## Thespian Organizations

**Rivertowne Players** — is a theatrical organization which encourages participation in the pursuit of higher dramatic craftsmanship. It is open to any Centenary student interested in theater arts. Contact Robert Buseick at 5075.

**Alpha Psi Omega** — is the honorary theatrical fraternity. Contact Robert Buseick at 5075.

## Governing Organizations

**Residence Hall Council** — is an organization whose membership is elected from the residents in each hall. The Council assists with programming, governance and discipline in their respective halls. Supervision is provided by the Residence Life Office. The Council is recognized as one the three judicial boards on campus as outlined in the judicial section of the Student Government Constitution and functions as a governing body as outlined in their most recent constitution. Hall Constitutions must be reviewed and resubmitted to the Student government for ratification at least every two years. More information is available through the Residence Life and Housing Office or a current council member.

**Honor Court** — administers the Honor Code — a system developed by Centenary students based on the premise that honor is fostered, not forced, and that it can be fostered only through the willingness and earnest efforts of both faculty and students. Members of the Honor Court are nominated by the student body and faculty, and final selection is made by the present court. Students must have a 2.5 grade point average to be considered for selection.

**Student Government Association** — SGA is the student governing body on Centenary's campus. Its goal is to work toward a better atmosphere on campus, to enrich student life, and to increase spirit and community at Centenary. There are many ways to become involved with SGA whether you are elected to a position or serve on a committee. Members of the Student Senate are elected annually by the student body. Meetings are open to all students.

**Committees** — play an important role in the governing of Centenary. Students are invited to participate by applying to serve on a committee which interests them. Students may apply in the early fall and spring to fill positions on various committees including through Student Government:

**Academic Affairs Committee** — reviews proposals relative to the academic program

**Conduct Review Committee** — considers all cases involving non-academic misconduct that are referred to it by the Judicial Referral Board

**Convocations Committee** — coordinates convocations

**Economic Policy Committee** — makes recommendations concerning economic policies of the college

**Enrollment Management Committee** — makes recommendations concerning the admissions and retention of students

**Intercollegiate Athletics Committee** — assesses the various aspects of intercollegiate athletics

**Learning Resources Committee** — focuses on learning resources for Centenary including library and computers

**Planning Committee** — reviews and updates the goals of the college

**Student Services Committee** — concerned with student life

## Greek Life

Centenary has four fraternities: Kappa Alpha, Kappa Sigma, Tau Kappa Epsilon, and Theta Chi; and two sororities: Chi Omega and Zeta Tau Alpha. In addition to encouraging academic excellence, the Greek system provides an opportunity to form lifelong friendships, participate in community service projects and a variety of social activities, and to develop leadership skills.

**Interfraternity Council** — Supervises and promotes new ideas to strengthen the bond between fraternities on campus. Contact the Office of Student Life at 5117.

**Panhellenic Council** — Plans and governs recruitment rules and works toward maintaining good relations between the women's Greek organizations. Contact the Office of Student Life at 5117.

## Honorary Groups and Organizations

**Alpha Chi** — a national scholastic honor society. Membership in this society is the highest academic recognition a Centenary student can achieve. Juniors and seniors who have completed at least two semesters at Centenary and have a grade point average in the top ten percent of their classes are eligible for membership. Each semester, members attend a dinner meeting with a guest speaker. In addition, members have the opportunity to present scholarly papers or fine arts creations at regional and national meetings. Contact Dr. Katherine Fell at 5143 or Dr. Victoria LeFevers at 5088.

**Alpha Epsilon Delta** — is the national pre-med honor society. Members are elected on the basis of their overall academic performance and in their science classes, character, general ability, and personal traits befitting a physician, and have completed 45 hours on their transcripts. Contact the Department of Biology at 5097.

**Alpha Kappa Delta** — is an international honorary sociology society that selects its members on the basis of excellence in the area of sociology as well as other academic and community service areas. Local membership is not restricted to sociology majors. Contact Dr. Loren Demerath at 5161.

**Maroon Jackets** — organized in 1931 as official hosts of the College, this group consists of selected students entering their final year at Centenary. In addition to a 3.0 grade point average requirement, Maroon Jackets are selected by the current members of the organization on the basis of leadership, campus involvement, and service to the school. Contact Scott Greenwood at 5117.

**Omicron Delta Kappa** — a national honor fraternity which recognizes leadership, scholarship, and service in various fields of activity. Members are elected by the society. Contact Dr. Earle Labor at 5084.

**Phi Alpha Theta** — is the honorary history society. Students must have completed four history courses and earned a grade point average of a least 3.1 in those courses. Contact Dr. Sam Shepherd at 5187.

**Phi Beta Lambda** — is an organization that is open to all students in Business. It promotes business leadership skills. Contact Dr. Betsy Rankin at 5155.

**Pi Delta Phi** — The purpose of this honorary society is (1) to recognize outstanding scholarship in the French language and its literature; (2) to increase the knowledge and appreciation of Americans for the cultural contributions of the French-speaking world; and (3) to stimulate and encourage French cultural activities. Contact Dr. Dana Kress at 5259.

**Psi Chi** — is a national honor society in Psychology. Minimum qualifications for active student membership include: 1) completion of 3 semesters of college courses, 2) completion of 9 hours of Psychology, 3) overall cumulative GPA of 3.00 and rank in upper 35% of their class, 4) a 3.00 GPA in Psychology, and 5) registration as a Psychology Major or Minor. Contact Dr. Joyce Johnson at 5253.

**Sigma Gamma Epsilon** — is the geology honor fraternity. Students must have a 2.0 overall grade point average. Contact Dr. Mary Barrett at 5232.

**Sigma Pi Sigma** — is the physics honorary organization. Physics majors in their third year of study with at least a 3.5 gpa, or seniors with a 3.0 gpa. Centenary is the 4th oldest chapter in the United States of the 402 active chapters. Contact Dr. Jerry Lisantti at 5219.

**Sigma Tau Delta** — is a national organization for English majors as well as those interested in English Literature. Although official membership is restricted to upperclass English majors and minors, Centenary's chapter welcomes anyone who wants to participate in its activities. Contact Dr. Jeff Hendricks at 5086.

## Media Organizations

Centenary provides invaluable hands-on experiences for students. We encourage everyone to get involved with these organizations. Supported only by student fees, we are quite proud of our accomplishments in the print, broadcasting, and film media. Most media offices are located on the second floor of the Moore Student Union Building.

***The Conglomerate*** — is Centenary's college newspaper. No experience is necessary. Staff members may receive payment. The editor is selected by the Media Sub-Committee. Contact Evan McClanahan, editor, at 5269 (office).

**Centenary Film Society** — presents a variety of art, modern, and foreign films not usually accessible in the Shreveport-Bossier area. CFS also sponsors The Red River Film Festival. Centenary students, faculty, and staff are admitted free. The director is selected by the Media Committee. Contact Austin Meyers, director, at 5184.

**KSCL 91.3 FM** — is a non-commercial, educational radio station managed and operated by the students of Centenary College. KSCL acts as the only progressive radio station in the metroplex. Scheduling occurs at the beginning of each semester, and new DJ's are always welcome. Contact Chris Brown, Station Manager, at 5296.

***Pandora*** — is Centenary's literary magazine. Published once a semester, the magazine features the poetry, prose, artwork, and photography of students. The editor is selected by the Media Sub- Committee. Contact Bianca McKnight, Editor in Chief, at 5222.

***Yoncopin*** — is Centenary's yearbook. *Yoncopin* is a tradition as old as Centenary itself. Staff members are needed to keep the tradition alive! No experience is necessary. Staff members receive payment. The editor is selected by the Media Sub-Committee. Contact Trey Reeme, Editor-in-Chief, at 5265.

# Musical Organizations

**Camerata** — is a group of 30-40 students selected by Dr. Julia Thorn. The group performs 2-4 concerts a year. Most members of this group are voice majors; however, membership is open to all college students by audition. Please contact Dr. Thorn at 5175 if you are interested in singing in the group.

**Centenary College Choir** — the choir is open to the entire student body through private auditions with the director. The choir performs a variety of choral music from the great classical literature to the best in the entertainment style. In addition to 50 concerts annually throughout the United States, the choir performs a major work with orchestra each spring, and makes international tours every other year. Contact Dr. Will Andress at 429-6887.

**Opera Centenary** — is an ensemble credit class primarily for voice majors under the direction of Dr. Horace English. This group provides students with the opportunity to participate in opera scene recitals as well as full scale productions. Contact Dr. English at 5174.

**Sigma Alpha Iota** — is a professional fraternity for women with a serious musical interest. At Centenary the chapter's active goal is to increase the musical awareness on campus. Majors and non-majors with six hours of music credit are eligible. Contact the Music Department office at 5235.

**Hurley Chamber Orchestra** — is open by audition to all winds and strings, and may be taken for credit as MUS 156A. The orchestra rehearses once a week, with several performances scheduled during the academic year. Contact the Music Department at 5235.

**Jazz Ensemble** — open by audition, and may be taken for credit as MUS 152. The group rehearses at 12:30 on Tuesday/Thursday, with several performances scheduled during the academic year. Contact Mr. Bill Causey in the Music Department at 5238.

**Wind Ensemble** — performs both traditional and contemporary band literature, and is open by audition to students from all disciplines. It is taken for credit as MUS 151A, and meets three times a week. Contact Dr. Tom Stone in the Music Department at 5238.

# Religious Affiliated Organizations

**Baptist Student Union** — The Baptist Student Union (BSU) is sponsored and supported by area Baptist Churches but is open to any student on campus. Discipleship Programs are held on Tuesdays at 11:15 a.m. in the Centenary Room of the Dining Hall and Bible Study is Thursday nights at 8:45 in the Baptist Student Center. Other local fellowship, mission, ministry, freshman groups, prayer groups and program activities are scheduled throughout the year. The students participate in the state BSU programs including Fall Convention, Spring Assembly, Evangelism Conference, and International Student Activities as well as support the summer missions effort. The Baptist Student Center, 2907 Woodlawn Ave. (across from the library) is open from 8:30 a.m. - 5:00 p.m. on weekdays and other times as needed. Call 861-2808 or Charlene Kelly at 869-0355 for more information.

**Centenary Catholic Community** — all students, faculty, staff and their families are invited to join us for Mass, discussions, retreat and meals. CCC meets the First Sunday of the month from 4:30 p.m. - 6:30 p.m. Other meetings will be announced. For more information call 222-2206.

**Episcopal Canterbury House** — meets each Sunday with dinner at 6:00 p.m. followed by Holy Communion at 6:30 p.m. The Canterbury House is located on Woodlawn Ave. across the street from the Playhouse and behind the KA house. Contact Fr. George Cornell at 746-2571.

**Maroon Cross** — provides aid to those affected by natural disasters by working in tandem with local and national relief organizations. Contact Jack O'Dell at 5157.

**Shreveport/Bossier Campus Ministry** — SBCM is an ecumenical ministry active on five area college campuses. The program is funded primarily by the United Methodist, Presbyterian (USA) and Christian (Disciples of Christ) churches, but is open to student of all denominations. SBCM offers regular programming on each campus, as well as multi-campus service projects, fellowship activities and retreats. It is represented on the Centenary campus through UMSM. Contact Betsy Eaves at 5024.

**United Campus Ministries** — the United Campus Ministries is comprised of representatives from the various campus religious organizations. UCM meets monthly to share ideas and plan joint programs and projects to promote unity between all faiths. Contact Joy Jeffers at 5073.

## Other Campus Organizations or Groups

**Black Student Alliance** — serves to uplift the awareness of the black student culturally, politically, and intellectually. The alliance is a guiding and uniting force for the black students on campus and actively helps recruit minority students. Contact the Student Government Office for more information.

**Centenary Activities Board** — is composed of students who program activities and events for the enhancement of campus life. The Board is responsible for planning and implementation of these events. Contact the Assistant Director of Student Activities at 5736.

**Centenary Feminist Organization** — informs its members and the campus community of women's issues as well as feminist issues. The organization strives to empower its members and plays an active role on the Centenary campus and the Shreveport community. For more information, call the Student Government Office at 5290.

**Centenary Students for Cultural Diversity** — was organized to provide students at Centenary College a forum to experience and express their own and others' differing heritages and experiences. The group sponsors activities, discussions, and speakers that deal with issues of culture, ethnicity, heritage, and race. The group is dedicated to providing the diversity that a true liberal arts education demands. Contact Mark Miller at 5110.

**Habitat For Humanity** — The Centenary College Chapter of Habitat for Humanity seeks to help students become more aware of the problems with poverty housing both locally and internationally, gives them an opportunity to do something about it, and assists the Shreveport Habitat for Humanity Affiliate as much as possible. If you have questions or are interested in getting involved, contact the SGA Office at 5290.

## Expectations of Centenary College Community for Student Organizations

Centenary College offers many opportunities for membership in a variety of student organizations. All student organizations, Greek and non-Greek, are approved through the Student Government Association as outlined in the Student Government Constitution. All

organizations are expected to abide by the expectations outlined below, those contained in the remaining sections of the Student Handbook, constitutions, and/or other "national" guidelines in letter or spirit. Disciplinary matters concerning organizations will be referred to the Student Services Committee. The Student Services Committee shall have the authority to decide when these regulations have been violated and issue appropriate action toward the organization. Penalties may be assessed based on the following guidelines:

**FIRST OFFENSE:** The organization may be issued a formal warning and/or receive community service hours not to exceed five (5) hours per member based on the organization roster at the time of the violation.

**SECOND OFFENSE:** The organization may receive community service hours not to exceed ten (10) hours per member based on the organization roster at the time of the violation and/or placed on social probation which does not allow the organization to sponsor formal parties for one semester.

**THIRD OFFENSE** (or second conviction during probation period): The organization may receive an indefinite suspension of privileges; a recommendation from the Student Services Committee and a majority vote of the faculty will be required for the organization to be reinstated.

# Campus Organizations and Group General Regulations

## Forming a New Organization

A group wishing to form a new organization should follow the application process as stated in the Student Government Association Constitution. If the Student Senate accepts the constitution it is then submitted to the Student Services Committee for approval. Upon approval, the organization is granted a probationary status of one year. At the end of this time, the group should present to the SGA any revisions which they have made in the constitution and a summary of their probationary year. With final approval from the Student Senate and the Student Services Committee, the group becomes a recognized student organization.

## Membership

Active membership shall be limited to part-time and full-time students enrolled at Centenary College.

## Roster

The president of each organization is responsible for submitting a roster to the Office of Student Life and the Student Government Association each semester. Each president must also provide an annual listing of the officers immediately after their elections. Also, the president must inform the Office of Student Life and SGA any time there is a change in their roster.

## Finances

Contracts and assumptions of financial obligations must be approved by an alumni or faculty representative who has been approved by the administration when institutional funds are being dispersed.

## Fund Raising Projects

Any fund raising project held on campus by a student organization must be approved by the Dean of Student Life, Vice-President of Finance and Administration and Vice-President for Development.

## Place

Each organization may select whatever site desired for social functions with the following provisions:

The sponsoring organization — not Centenary College — is totally responsible for all activities held off campus.

The host organization is responsible for, and liable for, the conduct or happenings at off-campus events. **Liability is the sole responsibility of the sponsoring organization.**

## Guests

Non-student guests may be invited by permission of the sponsoring organization.
The organization assumes responsibility for the conduct of all guests.

# Greek Life Formal Party Guidelines

## Centenary College of Louisiana

*(Policies effective as of 3/12/99)*

### Swaps:

- For Swaps between Fraternities and Sororities, interactive activities should be planned and organized.
- Swaps will be open for only the organizations hosting the event. No guests will be allowed.

### Entrance:

- One well-lit entrance will be designated with it being controlled and monitored by security.
- Security will check to see if those seeking entry are members or have an invitation and are on the guest list.
- Members and guests with alcohol are required to show proof of legal drinking age in the form of a pictured ID showing birth date.
- A guest's name is checked once entry into the event location has been made.
- Several exits must be available due to fire codes and laws; however, exits cannot be used as entrances.

### Invitation Guest Lists:

- Invitation guest lists with specific names of all members and non-members who have been invited should be generated for each function.
- A bag full of invitations delivered to a sorority(ies) is not an acceptable method.
- Social events (with alcohol) open to the entire Greek or student population encourage likelihood of accidents and risky behavior and will be prohibited.
- Invitation guest lists should be made 3-5 days prior to the event.
- The maximum number of guests allowed to any event is 2 times the largest Greek chapter's membership. The maximum number of guests allowed will be determined at the beginning of the semester by the Office of Student Life. This number will remain in effect for the entire semester and will be reviewed at the conclusion of each semester for updates and changes.
- For formal parties, the event must be registered with the Office of Student Life one (1) week prior.

### Wristbands:

- Members and guests who are of-age and bring alcohol to the event receive a non-adjustable, hospital-type wristband.
- Members and guests not of-age will receive a different colored wristband.
- Individuals checking alcohol into the event also receive a hand-stamp on each hand (this is to show that the individual has already entered the event and checked-in alcohol).

- The individual's name is checked off the invitation guest list and the type of alcohol is written by his/her name.
- Members and guests without stamps and the appropriately colored wristbands are NOT to consume alcoholic beverages.
- Of-age guests and members, who do not check-in alcohol, DO NOT receive a stamp—only those who bring alcoholic beverages are allowed to consume alcoholic beverages.
- Wristbands will be supplied by the Office of Student Life and can be picked up the day of the event. Different color wristbands will be used for each function and will not be announced until the day of the event what the color of the band will be for a particular event.

## Punch-cards:

- Generic punch-cards will be purchased and generated by the Office of Student Life for each event.
- The name of the individual, the type of alcohol brought, the amount of alcohol brought, the date of the event, and the theme of the event will be included on each punch card.
- Punch cards are to be collected at the exits when your guests and members leave the event.

## Types and Amounts of Alcohol:

- The following stipulations apply per person, for a typical four to five hour function.
- The host must provide all the soda, juice, flavored water or other non-alcoholic beverages.
- Each guest and member of-age can have 2 (12-ounce) cans of beer/hour of the event or 1.5 (10-ounce) wine coolers/hour.
- No kegs will be allowed at any event.
- No beer/wine/alcohol for common use in members' rooms.
- No drinking games, shots, or other activities that encourage inappropriate drinking behavior will be allowed.
- No bottles (except wine coolers that are poured into plastic cups before being redistributed).
- Hard Alcohol—1 (32 ounce) FROZEN drink in Styrofoam cup with the straw taped to the top of the lid is allowed.

## Food and Non-alcoholic Beverages:

- The amount of non-alcoholic beverages should at least equal the number of underage members and guests at the event.
- Breads, meats, cheeses, vegetables, brownies, cookies, subs, pizzas, fruits, and dips are considered appropriate foods.
- Food, non-alcoholic and alcoholic beverages should be contained within one centralized location.
- Water and coin-operated soda machines are not considered appropriate alternative beverages.
- Non-alcoholic beverages should be served from closed containers (cans, plastic bottles or fountain-dispensing machines are recommended).
- During the last 45 minutes of an event, alcohol service should stop—a new non-alcoholic beverage should be served for those who wish to switch beverages and begin to wind down.
- For events of 2 hours or less, alcohol can be served the entire time of the event.

## Chapter Monitors and Security:

- Monitors are charged with regulating social events and maintaining the risk management policy of the chapter (s) involved, and are not to be confused as IFC/Panhellenic party monitors.
- One monitor for every 50 guests is advised.
- Monitors should be older members (preferably officers) of all participating organizations that will serve as general monitors or as service monitors working at the service distribution center.
- Specialty clothing may be worn by the monitors to set them apart from the rest of the partygoers or a sign at the alcohol distribution center listing the names of the monitors for the event must be posted.
- Chapter presidents and social chairs SHOULD limit their use of alcohol (if consuming at all) during social events so that they, along with monitors, ensure that a safe social environment is maintained.
- Monitors have the right to deny access to the event to anyone they think is already impaired by alcohol or other drugs, even if the person is on the invitation guest list.
- The Bartender for the event will not consume alcohol and can count as a monitor.

## Service Distribution Center:

- One centralized location should be established for the distribution of all food, non-alcoholic beverages and for the distribution of all alcoholic beverages.
- No other location, especially members' rooms, can be used for the distribution of alcoholic beverages.
- The holding tank, which serves as a cooling area for the alcohol brought to the function by members and guests, is as simple as a large rubber trash can filled with ice.
- Non-alcoholic beverages are to be presented in an attractive and accessible manner...they must also be free to anyone who desires an alcohol-free beverage.
- Anyone, who wishes to acquire an alcoholic beverage that she or he has brought to the event, must present the punch-card, show the wristband and stamp, and return an empty can if this is not the first request.
- The service monitors must not serve anyone, who is intoxicated, even if the person has alcohol remaining.
- Only 1 beer or wine cooler may be acquired at a time.
- Any leftover alcohol at the end of the event, will become the property of the host chapter. A sign announcing this policy must be clearly visible at the distribution center for the entire event.

## Informal Party Guidelines:

- Will be defined as a gathering of 40 people or less (including members and guests).
- If the number exceeds 40, a conscious effort to reduce liability and attempts to enforce formal party guidelines must be in effect.
- At informal gatherings, risk management guidelines for the fraternity or sorority must be in effect.

## Third PartyVendor Guidelines:

- Must follow FIPG and risk management policies established for the respected sorority or fraternity.

# Governing Organizations and Honor Code

## Student Government Association Constitution

(Amended April 10, 19963)

Preamble: We, the students of Centenary College, in order to form an effective and efficient self-government serving the collective interests of the College community, to prepare ourselves for effective living in a democratic society, to enrich and diversify the quality of life, and to encourage self-reliance in our search for truth and justice, do establish and endorse this Constitution for the Student Body of Centenary College of Louisiana.

### ARTICLE I. Senate — Legislative and Administrative Powers

A. Membership

1. Composition

   The senate is composed of twenty-three members. The eighteen representatives consist of four full-time (enrolled in 12 or more hours) representatives from each class, and two part-time (enrolled in less than 12 hours) representatives from any class. The remaining five members are composed of the executive committee of the SGA.

2. Representation

   Each class is represented by four full-time students, at lease one of which, but not limited to, must be a non-residential student. In the event that there are only residential candidates from a particular class, the four candidates with the highest numbers of votes are to be elected. In addition, there are two part-time representatives elected from the student body at large.

3. Qualifications

   Student representatives must be undergraduate students through the term of office. These students must maintain a 2.0 cumulative GPA and not be on Centenary probation of any kind.

B. Executive Committee

Members of the executive committee must meet the same qualifications as the representatives, in addition to the following requirements.

1. President

   a. Qualifications

      The president must be classified as a junior or senior during the academic year of office, and must have also served at least one full academic year on the SGA.

b. Duties and Responsibilities

The president serves as the chief administrative officer of the senate, an ex-officio voting member of the Board of Trustees, and as an official representative of the SGA to the College. The president presides over the senate and prepares the agenda for senate meetings. He or she is responsible for holding executive committee meetings at least bi-weekly, and for training the new president before leaving office.

2. Vice-President of Internal Affairs

a. Qualifications

The Vice-President of Internal Affairs must be classified as a sophomore, junior, or senior during the academic year of office and must have also served at least one full academic year on the SGA.

b. Duties and Responsibilities

The Vice-President of Internal Affairs serves as Assistant administrative officer and presides over meetings in the president's absence. This Vice-President serves as parliamentarian including keeping the by-laws updated, making copies of the SGA operations manual available, and maintaining order according to *Robert's Rules of Order.* He or she is responsible for receiving any and all reports from the communications, entertainment, or media boards and subsidiaries. He or she is responsible for training the new Vice-President of Internal Affairs before leaving office.

3. Vice-President of External Affairs

a. Qualifications

The Vice-President of External Affairs must be classified as a sophomore, junior, or senior during the academic year of office, and must have also served at least one full academic year on the SGA.

b. Duties and Responsibilities

The Vice-President of External Affairs serves as chairperson of the Intra-Organizational Committee and all external senate-sponsored committees. He or she coordinates all aspects of the approval process of all chartered organizations. He or she is responsible for training the new Vice-President of External Affairs before leaving office.

4. Secretary

a. Qualifications

The Secretary must be classified as a sophomore, junior, or senior during the academic year of office.

b. Duties and Responsibilities

The Secretary takes minutes at all senate meetings and sends copies to members of the senate at least one day prior to meetings. The secretary is responsible for all office work and all senate correspondence and for keeping all records of the senate. The secretary is responsible for training the new Secretary before leaving office.

5. Treasurer

a. Qualifications

The Treasurer must be classified as a sophomore, junior, or senior during the academic year of office.

b. Duties and Responsibilities

The Treasurer serves as administrator of senate funds, composed of the student activity fees, and of the SGA budget. The treasurer is responsible for prompt payment of all bills, transfers involving Senate funds, and all other financial proceedings under the auspices of the Senate. The treasurer has access to all financial records of all chartered organizations which request or receive funds from SGA. The treasurer, on call of the Senate, reports to the student body a list of senate expenditures per activity, balance sheet, and any other financial material pertinent to students' interests. The treasurer submits to incoming and outgoing Senates a list of all financial proceedings, and coordinates the budget approval process of all communications, entertainment and media boards and their subsidiaries. The treasurer is responsible for training the new Treasurer before leaving office.

C. Election Procedure

1. Time of Elections

Elections for senate officers, sophomore, junior, and senior senators and judicial board members will be held in March of each year, as announced by the Senate. Election of freshperson senators, part-time senators, and judicial board members will be held in September before the fall senate retreat.

2. Vacated Offices

In case of a vacated office, positions may be filled during the general elections or a special election may be called by the Senate. In case of a vacated office within two months of the last meeting of the current senate, the position may be filled with the appointment of an eligible student chosen by the senate.

3. Petitions for Candidates

Candidates for judicial board representative or class representative senator must obtain twenty-five signatures from members of their respective classes. Candidates for part-time representative senator must obtain twenty-five signatures from students of any classification. Any candidate for Senate officer must obtain fifty signatures from students from any class. Any undergraduate student paying a student activities fee may sign this petition. The petition, along with certification of grade point average and class standing from the Registrar, must be turned in to the Vice-President of Internal Affairs no later than the time set by Senate. Petitions will be explained to candidates as they are handed out; if a candidate has a question, the student may contact the Vice-President of Internal Affairs of the Senate.

4. Campaigning

Campaigning may begin the day after petitions are due. Publicity for the election may consist of unlimited amounts of handouts, mailouts, newspaper advertisements, buttons, bumper stickers, posters, signs or banners. Posters may be hung on bulletin boards and walls only. No campaigning, verbal or otherwise, may be done within the building where voting is taking place while voting is taking place. All publicity must be removed within 24 hours after the notification of final results of an election. A candidate is responsible for any and all literature on his or her behalf. A candidate may not put his or her literature over another candidate's literature, nor deface another candidate's literature. Failure to comply with the established campaign regulations may result in disqualification of a candidate by a quorum vote of the Senate.

5. Write-in Candidates

   A write-in candidate shall be considered an alternative to those candidates already running. Any student desiring to run as a write-in candidate must meet the qualifications of the position he or she is seeking and follow the same qualification procedures established by the Vice-President of Internal Affairs and the Senate, including certification of good standing and proof of class standing being submitted to the Vice-President of Internal Affairs. Only the deadline and petition may be skipped. His or her name will appear on the ballot. No campaigning, verbal or otherwise, will be allowed for a write-in candidate.

6. Ballots

   The names of candidates on ballots will be arranged in chronological order of petitions received. Unless otherwise specified, the Officer candidates who do not receive the office they desired will be automatically put on the Senator ballot of their class.

7. Winning Candidates

   In senate officer elections, the winning candidate will be the candidate who receives a majority of the votes cast. In senator elections, the winning candidates will be the top four vote-getting candidates who meet the necessary qualifications. In judicial board elections, the winning candidates will be the top vote-getting candidates. Any votes cast for candidates who do not meet necessary qualifications for that position will not be counted. In case of a tie, there will be a run-off.

8. Assumption of Office

   After general elections in the spring, the new senate members and officers shall assume office on the second scheduled senate meeting after elections. The first scheduled meeting following elections shall be a joint meeting of the old and new members and officers; however, only old senate members and officers will be allowed to vote at this meeting. At the conclusion of this joint meeting, new members and officers will be installed by the outgoing members and officers.

D. Impeachment Proceedings

   Any Senator or Officer may be removed from office by a 3/4 vote of the Senate for consistent failure to discharge duties. In order to begin impeachment proceedings for a senator, a petition calling for Senate consideration of removal must be signed by 50 of a representative constituents. In order to begin impeachment proceedings for an officer, a petition calling for Senate consideration of removal must be signed by 100 members of the student body.

E. Quorum

   A quorum consisting of at least 3/4 the voting membership of the Senate must be present at any official meeting called by the executive council before any official business may proceed.

F. Advisors

   There are two non-voting faculty advisors of the Senate, selected by the Senate at the beginning of each school year. No advisor is officially associated with any SGA media or judicial body.

## ARTICLE II. Judicial Branches of the Student Government Association

A. Purpose

The purposes of the judicial branches of the Student Government Association are to adjudicate conflict arising from violation of College regulations and to execute judgements of said adjudication.

B. Listing of each Judicial Branch

1. Residence Hall Councils

a. Purpose

The Residence Hall Councils shall exist for internal regulation of residence hall life and are subject to annual review and alteration by the Senate within the guidelines of the SGA Constitution.

b. Composition

Composition and membership of Residence Hall Councils shall be left to the discretion of individual residence halls.

c. Imposing of penalties

The Residence Hall Councils shall have the power to impose any penalty appropriate to minor infractions, short of restriction of campus privileges, social probation, suspension, or expulsion from the College.

2. Judicial Board

a. Purpose

The Judicial Board shall exist to hear cases involving the violation of non-academic social rules.

b. Composition

Judicial Board shall be composed of nine members; one male and one female from each class elected by their respective class, and one undergraduate student elected by the undergraduate student body to serve as representative-at-large.

c. Qualifications for members

Judicial Board members must be undergraduate students, who hold a minimum 2.0 cumulative GPA, and may not be a member of any residence hall council, Student Senate, the Conduct Review Committee, the Honor Court, or hold a Resident Assistant position.

d. Duties and Powers

The Board shall have the power to hear and act on all cases referred to it by the Judicial Referral Board, or appealed to it by a student. The power of the Board shall include the power to impose any penalty except suspension or expulsion from the College. In appellate cases, the Board shall have the power to uphold or decrease the penalty of a residence hall council, but in no case may it increase the penalty. The Board has the power to adopt its own by-laws within the guidelines set forth in the Constitution, subject to Senate approval.

e. Election Procedures

All members except freshpersons are elected during the Spring general election regulated by the Elections Committee, and will take office at the beginning of the next academic year. First year members will be elected in the fall

SGA elections. They will take office immediately after election. Prior to the general election, all candidates must present to the Elections Committee a petition with 25 signatures from full-time undergraduate student from their class. The at-large representative must obtain 50 signatures from undergraduate students. In the case of vacancies within the Judicial Board, the Student Senate shall fill those vacancies with a qualified undergraduate student until a special election can be held.

f. Term of Office

The freshpersons, sophomore, and at-large representatives will serve one-year terms. The junior representatives will serve a second year as senior representatives. A special election will be held to fill any vacancy.

g. Impeachment Procedure

Any student, including Judicial Board members, may bring before the Senate charges of dereliction of duty against any Board member. On the motion from any two Senators, the Senate will review the charges against the accused Board member, following the same rules of procedure and observing all rights of the accused as guaranteed in this Constitution. A 3/4 vote of the Senate will be necessary for a conviction and removal from office of any Judicial Board member.

3. Conduct Review Committee

a. Purpose

The Conduct Review Committee's primary function is to consider and decide upon all cases involving non-academic misconduct referred to it by the Judicial Referral Board. The Committee also decides upon appeals resulting from other disciplinary action, including that of the Honor Court. If the student questions the fairness of a disciplinary action taken against him or her by a Dean or a student judicial body, he or she should be granted by request the privilege of a hearing before this Committee. At the request of the Executive Council of SGA, the Committee will rule upon the constitutionality of actions taken by the Student Government Association.

b. Composition

The Conduct Review Committee shall be composed of two faculty members, one member serving as chair, a staff member (other than the Dean of Student Life or the Assistant Dean of Student Life) to serve as recorder, the Dean of Student Life (ex-officio) and four full-time undergraduate students, one representing each class, to be recommended by the Student Government Association by majority vote of the Senate and appointed by the President of the College.

c. Qualifications

Student members of the Conduct Review Committee must be undergraduate students who hold a minimum 2.0 cumulative GPA.

C. Regulations in the Judicial Process

1. Rights of the Accused

Before each case is heard, the accused must be informed of all rights and regulations enumerated in Article II, C of the Constitution and in the Constitution or by-laws of the particular judicial body. All charges and allegations against the accused must be made available to him or her in written form at least five days prior

to the presentation of any evidence. The accused may waive this right. The accused must be allowed sufficient time to prepare a defense. In defense the accused has the right to present any evidence or witnesses in his own behalf. The accused may (along with counsel, if desired) be present during the entire proceedings of the case, except when the judicial body confers to reach a verdict. The accused has the right to appeal to the Conduct Review Committee the assignment of his or her case to a particular judicial body by the Judicial Referral Board if the accused considers that assignment unjust.

2. Procedure Concerning the Gathering and Presentation of Evidence:

   Information which is not relevant to the case before the particular judicial body shall not be presented as evidence. No evidence may be admitted or considered by a judicial body without the knowledge of the accused, nor without allowing the accused a sufficient length of time to prepare a defense against that evidence. No evidence may be presented as evidence which is not in written form, with the exception of oral testimony. All consultations between the accused and his or her faculty advisor, or between the accused and any administrator or faculty member acting in a counseling capacity, shall be considered privileged information, and therefore inadmissible as evidence without the express written consent of the accused.

3. Procedure concerning Appeals:

   Upon reaching a verdict, the judicial body shall immediately inform the accused of his/her right to appeal. The accused has the right to appeal any case within one week of the rendering of the previous decision to the immediately higher judicial level in the order of: Judicial Board, Conduct Review Committee, President of the College. Only the judicial body or person appealed to considers the justifiability of the appeal. Permission of the Dean of Students or any other administrator is not required. The judicial body appealed from must make available to the accused, in writing, a complete and accurate record of the proceedings of his or her hearing within seven days after being notified of the appeal by the accused. The record must include: a statement of charges and allegations brought against the accused, written evidence presented during the course of the hearing, a list of all witnesses presenting oral testimony during the course of the hearing, a written statement of the body's decision. Failure on the part of any judicial body to observe any regulation of Article II, C shall hereby be considered grounds for appeal.

## ARTICLE III. Centenary Student Organizations

A. Purpose

   The purpose of this article is to allow students at Centenary College to determine the status of student organizations. In addition, communication between student organizations will be increased through the medium of the Intra-Organizational Committee.

B. Organizations with "Chartered" Status

   "Chartered" status is designed for organizations seeking the receipt of the full range of privileges offered by the Centenary SGA. To obtain chartered status and full organizational privileges, an organization must first be approved by the Student Senate by the following process.

   1. Approval Process

      a. Application

         For an organization to be considered for chartered status, it must first submit to the Vice-President of External Affairs of the SGA: an application includ-

ing a statement of purpose outlining the general intent of the organization, a copy of the organizations constitution, a petition containing twenty-five current Centenary student signatures acknowledging their support of the organization and its statement of purpose, and a current list of the organization's officers, faculty advisor(s) (if any) with their corresponding phone and box numbers.

b. Approval Process

For an organization to receive chartered status, the organization's application materials must be approved by a majority vote of the quorum of the senate. If chartered status is denied by the senate, the organization may request a vote of the student body; chartered approval will then be determined by an affirmative majority vote. If the organization is denied charted status by both the senate and the student body, it may reapply for chartered status as early as the next semester.

2. Privileges

Privileges of chartered organizations include a voting seat on the Intra-Organizational Committee, campus posting, use of campus facilities, listing in Centenary publications, and eligibility to apply for SGA funding.

3. Responsibilities

a. Participation

To remain eligible for chartered status, the organization must have an active representative serving on the Intra- Organizational Committee as stipulated in the Senate By-Laws and continue to follow the senate-approved statement of purpose of the organization.

b. Semester Reports

Chartered organizations must also submit a semester report to the External Vice-President of the SGA by the date set by that person. This report will include changes and updates in the organization's constitution and officer/sponsor roster and detailed information on activities which received SGA funding. Any changes to the statement of purpose will warrant the submission of a new application for chartered status.

4. Probationary Status

A chartered organization may be placed on probationary status for one or both of the following reasons: lack of sufficient representation on the Intra-Organizational Committee as outlined in the Senate By-Laws during the course of a semester, or failing to submit a semester report to the SGA Vice-President of External Affairs. If the organization in question is found to have violated the responsibilities of its chartered status by a two-thirds vote of a quorum of the senate, the chartered organization will be placed on probationary status for the following semester, which includes loss of access to SGA funding privileges.

5. Dismissal of a Chartered Organization

Any chartered organization in violation of the aforementioned responsibilities of its organization's status, as determined by the senate, for two consecutive semesters will lose chartered status and may only reapply following the new chartered organization approval process. However, the organization may appeal the decision through the process stated below.

6. Appeals Process for Chartered Organizations

   Any organization can appeal the loss of its chartered status by notifying the SGA Vice-President of External Affairs of the decision to appeal. The Senate will then put an election before the student body, accompanied by the alleged violations and the organization's rebuttal. Upon a majority affirmative vote of the student body, the organization shall be reinstated as a chartered organization. If the organization fails to appeal, or does not receive the required majority vote, it may still obtain chartered status by following the new chartered organization approval process as early as the next semester.

C. Organizations with "Listed" Status

"Listed" status is designed to allow non-chartered organizations to be recognized on the Centenary College campus. To obtain "listed" status and certain privileges thereof, an organization must first meet specific criteria.

1. Criteria

   For an organization to receive listed status, it must submit to the Vice-President of External Affairs of the SGA: an application including a statement of purpose outlining the general intent of the organization, a copy of the organizations constitution, a petition containing twenty-five current Centenary Student signatures acknowledging their support of the organization and its statement of purpose, and a current list of the organization's officers, faculty advisor(s) (if any), with their corresponding phone and box numbers.

2. Privileges

   Privileges of listed organizations include a non-voting membership on the Intra-Organization Committee, campus posting, use of campus facilities, and listing in Centenary publications.

3. Responsibilities

   Listed organizations must also submit an annual report to the External Vice-President of the SGA by the date set by that person. This report will include changes and updates in the organization's constitution and officer/s/sponsor roster. Any changes to the statement of purpose will warrant the submission of a new application for listed status.

4. Loss of Listed Status

   Loss of listed status will occur if the organization fails to follow the aforementioned guidelines as decided by a two-thirds vote of a quorum of the senate. An organization may reapply for listed status as early as the next semester.

## ARTICLE IV. General Regulations

A. Separation of Powers

No student may serve on more than one of the following bodies: Student Senate, Judicial Board, Conduct Review Committee, Honor Court, Residence Hall Council. No student may serve on more than one judicial body.

B. Ratification and Amendment Process

A petition signed by 20 percent of the student body shall be required for the Senate to hear a proposed amendment. Ratification and/or amendments must be approved by the following bodies in the following order: 2/3 vote of the Senate, majority vote of those full-time students voting in a special election, a majority vote of the Student Services Committee, and approval by the Administrative Council. A constitution or

amendment that has been appropriately approved by all bodies concerned shall become effective at the beginning of the next fall or spring semester, whichever is sooner, unless a special exception is approved by a 2/3 vote of the Senate. Each will include the date on which each body approved the proposed constitution or amendment.

# Honor Court Constitution

(Adopted April 10, 1995)

## ARTICLE I. HONOR CODE

Each student who enrolls in Centenary College undergraduate classes becomes a part of the Centenary Honor System and is responsible to the Honor Code in both day and night classes. The Honor Code of Centenary College is founded on the idea that honor is that intangible quality which, if it pervades all phases of campus life, will tend to foster a spirit of dignity and personal integrity. Inherent in the system must be the premise that students will not tolerate a violation of the Honor Code. With such a goal, the Honor System is established with the realization that honor must be fostered and not forced, and with the awareness that it will be successful only through the combined and cooperative efforts of faculty, administration and students.

## ARTICLE II. THE PLEDGE

Students are required to write the following pledge at the end of any examination or piece of independent work: **"I have neither given nor received unauthorized aid on this examination (paper), nor have I seen anyone else do so."** If the student has received aid or has suspicion of a violation of the Honor Code, the following clause is to be added to the pledge **"...except as I shall report immediately to the Honor Court."**

The complete pledge will be written out in hand by the student, shall not be abbreviated, and should never be written until the test or paper has been completed for submission to the professor. Any violation shall be reported immediately to the Honor Court.

## ARTICLE III. ORGANIZATION OF THE COURT

Section One: *Composition*

The Honor Court shall consist of 10 (ten) student members nominated by the faculty and student body. Five (5) members of the Court shall vote on each case. The Court shall be advised by two (2) faculty members.

Section Two: *Nominations*

Nominations shall be made by the student body and the faculty to fill any vacancies in the Honor Court. The Court shall then choose sufficient names from the list to fill vacancies on the Court. The new Court shall assume its duties upon election. In the event that vacancies on the Court should develop at a time other than the end of the school year, the vacancies shall be filled by the Court.

Section Three: *Qualifications*

The members of the Honor Court shall:

1. Be of junior or senior standing at Centenary College at the end of the semester during which the office is to be assumed.
2. Be enrolled in at least their second semester at Centenary College.

3. Not hold any elected office to the Student Government Association, membership on a judicial board, or membership on the Conduct Review Sub-Committee.
4. Have a cumulative grade point average of 3.0 or above at the time of election.

Section Four: *Term of Office*

Terms of members of the Honor Court shall be from the time of selection until graduation, impeachment, or voluntary withdrawal from the Honor Court or the College.

Section Five: *Permanent Officers of the Honor Court and Duties*

1. CHIEF JUSTICE. The Honor Court shall elect the Chief Justice from its members before the end of the spring semester of each year. The term of office of the Chief Justice shall be one year. The Chief Justice may serve more than one term. The Chief Justice shall:
   a. have overall supervision of the work of the Court;
   b. call sessions of the Court as the need arises;
   c. preside over the court;
   d. appoint an unbiased member of the Honor Court as Investigating Officer for each case;
   e. approve the selection, by the accused, of an unbiased member of the Honor Court to represent the accused; and
   f. determine from the remaining members who shall serve as the voting members for each case.

   The Chief Justice, if present, will always serve as a voting member unless he/she disqualifies him/herself.
2. ASSOCIATE JUSTICE. The Associate Justice shall at the same time be elected from the membership of the Court. The Associate Justice shall serve in the place of the Chief Justice in the event of absence or inability to serve. In case of a vacancy in the office of Chief Justice, the Court may at its discretion elect a new Chief Justice or elevate and replace the Associate Justice. The Associate Justice, if present, will always serve as a voting member unless he/she disqualifies him/herself.
3. CLERK. The Court shall at the same time select from its membership a Court Clerk who shall be responsible for maintaining the necessary records. In the absence of the duly elected Clerk, the Chief Justice shall appoint one of the Court to serve in that capacity. The Clerk, if present, will always serve as a voting member unless he/she disqualifies, him/herself.

Section Six: *Other Members and their Duties*

1. Investigating Officer. The Investigating Officer, appointed by the Chief Justice on a case-by-case basis, Officer shall:
   a. investigate suspected violations for the Court;
   b. present the information gathered at the arraignment; and
   c. clarify initial reports and question witnesses at the hearing.

   The Investigating Officer shall not be a voting member of the Court.
2. Representative for the Accused. The representative, as selected by the accused and approved by the Chief Justice shall:

a. be present at the arraignment as an observer;
b. represent the accused during the Honor Court proceedings by hearing all testimony and questioning witnesses;
c. maintain the confidentiality of the accused.

The representative shall not be a voting member of the Honor Court.

3. Voting Members. The appropriate number of voting members shall be appointed by the Chief Justice for each case. The voting members shall fully participate in the proceedings. This participation will include hearing all testimony, questioning witnesses, deliberating, and voting.
4. Non-voting Members. Any remaining members may participate in the case proceedings. This participation may include hearing all testimony, questioning witnesses, and deliberation. The non-voting members shall not have a vote in the decision or penalty.

Section Seven: *Faculty Advisors*

The Honor Court shall select annually two (2) members of the full-time faculty to serve as faculty advisors. At least one advisor will be present at all proceedings. The advisors may hear all testimony, question witnesses, and participate in deliberations. Faculty advisors are not voting members of the Court.

Section Eight: *Impeachment Proceedings.*

1. Any member of the Honor Court may be removed from office by a 2/3 vote of the student members of the Honor Court for:
   a. consistent failure to discharge duties;
   b. conviction of an Honor Code offense;
   c. breach of confidentiality; or
   d. giving inappropriate advice to the plaintiff or accused.
2. The member under consideration for removal may not vote in the removal proceedings.

## ARTICLE IV. ORIENTATION PROCEDURES OF THE HONOR SYSTEM

Section One: *Responsibility for conducting all phases of Honor System orientation shall rest upon the current Honor Court.*

Section Two: *Presentation to the Faculty*

1. At the Faculty Orientation Workshop of each new school year, the Faculty shall be briefed on the Honor System by the current Chief Justice of the Honor Court, or a representative of that body, given constitutions, and made aware of their responsibility.
2. The responsibilities of the faculty as outlined in this Constitution, shall be stressed as being an integral part of the Honor System.

Section Three: *Presentation to New Students*

The current Honor Court shall be responsible for explaining the purposes and operations of the Honor System to all new students at orientation. However, it is the students' responsibility to familiarize themselves with the Honor System.

Section Four: *Presentation to the Student Body*

Each semester an effort shall be made by the Honor Court to impress upon the student body the purposes and mechanics of the Honor System.

Section Five: *The Signing of the Code Card at Registration*

As a part of the registration procedure, each student will sign a statement agreeing to abide by the Honor Code of the College, which will be included on the general registration form.

## ARTICLE V. FACULTY RESPONSIBILITIES

Section One:

As a member of the Centenary Community, each faculty member is responsible for reporting all cases of suspected cheating on tests, plagiarisms, and other violations of the Honor Code to the Court, rather than handling the case and penalty personally.

Section Two:

Faculty members shall abide by the decision of the court in grading the student suspected of the violation.

Section Three:

Faculty members shall:

1. Inform students of regulations that apply to academic integrity in their courses, and make clear to what extent collaborative work or exchange of aid and information (studying together, tutoring, proofreading of papers) is acceptable.
2. Constructively admonish students who they feel are drifting into questionable practices.
3. Explain directions on examinations and inform students of their whereabouts during an examination should questions arise.
4. Instruct students to write and sign the pledge on each test and each piece of work that is to be done independently.
5. Impress upon students their responsibility to report all suspected instances of cheating, plagiarism, or other violations of both the Honor Code and the class requirements.
6. Explain all requirements for take home tests.

## ARTICLE VI. STUDENT RESPONSIBILITIES

1. Every effort should be made by the students to place themselves in the classroom seating arrangement so as to minimize the suspicion of a violation.
2. Students should remove all notebooks, textbooks, and other written material from their desks. Only exam material should be within view.
3. Students should check with professors concerning any questions about papers.
4. Permission for combined work on projects and assignments does not necessarily imply authorized collaboration on resulting papers and reports.

## ARTICLE VII. GROUNDS FOR CONVICTION FOR VIOLATION OF THE HONOR CODE

Section One: *Cheating on Tests and Examinations*

The following constitute cheating on tests and examinations:

1. Using notes, the textbook, or reference material during a test or examination unless students are specifically authorized to do so by the instructor of the class.
2. Looking on the test paper of another student in the class.
3. Giving or receiving unauthorized aid verbally or in writing.

Section Two. *Cheating on Papers*

The following constitute cheating on papers:

1. Plagiarism, which is defined as borrowing phrases, ideas, or other material (e.g., maps and charts) from any source without giving adequate credit;
2. Having papers proofread, or edited, by anyone other than the author, unless specifically authorized by the instructor; or
3. Submitting any work which has been submitted for credit in another course without permission. For courses during the same semester, permission from both instructors is required.

Section Three: *Failure to Adhere to Specific Requirements of Professors*

Students are responsible for finding out a professor's requirements for examinations, papers, written homework, lab reports, tutoring, and all other work, and how these requirements are governed by the Honor Code. Failure to adhere to these requirements is a violation of the Honor Code.

Clarifications and Exceptions:

1. On papers professors may,
   a. grant that a paper be proofread by parties other than the author;
   b. prescribe limitations on the sources to be used;
   c. make special stipulations concerning crediting of sources;
   d. grant permission to any student to submit any work which they have, or another student has, submitted for credit in any other course; and/or
   e. prohibit the use of computer programs which check spelling and grammar.
2. On written homework and laboratory reports, Students may:
   a. work together provided that each member of the group understands the work being done, and the instructor has authorized this procedure; and/or
   b. report their individual data as observed in their experiment.
3. On written homework and laboratory reports, Professors may:
   a. require that all or part of the assignment be done by each student individually; and/or
   b. require that secondary sources consulted be credited.
4. Tutoring

   Students must find out from a professor what kind of help may be received from a tutor on assigned work.

Section Four. *Failure to Appear*

If the accused fails to appear, or fails to submit an adequate excuse to the Court prior to the hearing, they shall receive an Honor Court conviction. If the accuser, or called witness(es) fail to appear, they shall be referred to the Conduct Review Committee for obstruction of proceedings.

## ARTICLE VIII. REPORTING A SUSPECTED VIOLATION

Anyone suspecting that a violation of the Honor Code has occurred, shall report this suspicion to either the Chief Justice or one of the Faculty Advisors. All communications with the Honor Court must be written and signed. All communication shall be confidential and known only to the members of the Honor Court, including the name of the accused and the accuser to be kept confidential. The Court shall be pledged to keep all information received confidential.

## ARTICLE IX. PROCEDURES

Section One: *Preliminary Actions*

1. After receiving notice of a suspected Honor Code violation, the Honor Court shall have three (3) regular class days to send written notice of the violation to the accused. A regular class day shall be defined as any day during the Fall or Spring semesters that classes are in session.
2. From the date the notice is sent, the accused shall have at least three (3) regular class days, but no more than five (5), to prepare for the arraignment. The accused has the right to waive the preparation period.
3. During the preparation period a representative for the accused, as requested by the accused, will be appointed by the Chief Justice after notification of the choice of the accused by the Investigating Officer.

Section Two: *Preliminary Review*

1. The accused shall be called before a closed panel that shall consist of the Chief Justice, the Clerk, the Investigating Officer, a Faculty Advisor, the Accused, and the Representative for the Accused.
2. At this hearing, the Investigating Officer shall present the case to all present. After the case is presented, the Chief Justice shall ask the accused to enter a plea of either NOT GUILTY or GUILTY. In the case of a guilty plea, which is binding, the Chief Justice shall advise the accused of their right to make a statement to the Court.
    a. If the accused wishes to make a statement at that time, the statement shall be tape-recorded by the Clerk to be played before the entire Court during penalty deliberation.
    b. If the accused wishes to make a statement in person to the Court, he/she shall be advised as to when the Court will meet for deliberation. He/she shall make his/her statement before the Honor Court at that time.

In the case of a not guilty plea, the Chief Justice shall set a date for a full hearing to be held.

Section Three: *Honor Court Proceedings*

1. The Honor Court shall meet at a time and place specified by the Chief Justice. A complete list of witnesses shall be provided to the Court by the Investigating Officer at least twenty-four (24) hours prior to the proceedings. The hearing shall be closed and those participating in the hearing, in any capacity, have the responsibility to maintain confidentiality.
2. All students and faculty members shall appear before the Court when requested to do so. The Chief Justice shall determine in what order witnesses shall be called from the witness list.
3. Procedure of the Hearing:
   a. Those present for the entire hearing shall include the counsel for the accused, investigating officer and the voting members of the Honor Court.
   b. The Investigating Officer shall present any new information pertaining to the case and the Chief Justice will then ask if the accused wishes to change the original plea of not guilty. Unless the plea is changed, the hearing will proceed as follows:
      i. witnesses are called by the Chief Justice one at a time
      ii. questioning shall begin with the Investigating Officer, then the representative of the accused, and finally the members of the Court.
      iii. after all witnesses are heard, the Investigating Officer, representative of the accused, and witnesses are excused while the Court deliberates.
      iv. conviction of any student shall always require the vote of four (4) members in favor of conviction.
   c. As soon as a decision is reached, the accused shall be verbally informed of the decision made. The accused shall receive written notice within three (3) regular class days of the decision except under very exceptional circumstances.
4. The Honor Court shall prepare a report of the decisions rendered in the previous semester for publication in *The Conglomerate* at the start of every semester. In such reports, facts shall be omitted which would lead to the identification of the principal parties involved.

## ARTICLE X. PENALTIES

1. For conviction on the first offense, the Honor Court has the option of the following penalties:
   a. no further penalty.
   b. the option to redo the work. Students may redo the work with no grade assessed to the original work. The new work shall be submitted to the professor for a grade. Should the student fail to submit the new work within a time limit agreed upon by the student and the professor, the work shall receive a grade of zero (0).
   c. "F" on the work.
   d. zero (0) on the work.
   e. "F" in the course.
   f. "F" in the course with a recommendation to the Dean of the College for suspension for a semester.

g. "F" in the course with a recommendation to the Dean of the College for dismissal from the College.

The numerical value of the "F" in the above penalties shall be determined by the teacher of the course with the stipulation that the "F" be less than any honestly obtained "F" on the work by any member of the class (or group of classes).

2. Any piece of work on which the Honor Court makes a ruling may not be dropped by a professor.
3. Conviction on subsequent offenses will result in an automatic penalty of "F" in the course and referral to the Provost with a recommendation of dismissal from the College. If the Provost disagrees with the recommendation, the recommendation will be referred to the Conduct Review Committee for further review. A decision by the Conduct Review Committee may be appealed to the President of the College who has final authority.

## ARTICLE XI. APPEALS

1. The Chief Justice must advise defendants of their right to appeal and to whom the appeal should be addressed. Only the faculty advisor(s) to the Honor Court may provide guidelines to defendants on the appeal process, the writing of an appeal, or possible outcomes of an appeal.
2. Appeals shall be addressed to the Provost, in written form, within seven (7) regular class days of written notification of conviction by outlining the reason(s) for appeal. If the Provost considers the request justified, the appeal will then be heard by the Conduct Review Committee, and their decision shall be final.

## ARTICLE XII. FINALS WEEK, MODULE, AND SUMMER SESSIONS

Section One. *Finals Week*

Reports of violations during final exam week shall be processed as follows:

1. The student will receive an "I" for the course.
2. Within seven (7) working days after the conclusion of finals the student will be informed, in writing, at the mailing address found in the student directory by **certified mail** and through campus mail, of the alleged violation.
3. An arraignment hearing will be held within ten (10) regular class days after the start of the next regular (Fall or Spring) semester and the student will be notified of the hearing date, time, and place no later than the fifth (5) regular class day.
4. **Depositions shall be taken from those who do not return for the next semester (fall to spring, spring to fall) to be used as official testimony.**

Section Two. *Module and Summer Sessions*

Reports of violations during Module and Summer Sessions shall be processed as follows:

1. The student will receive an "I" for the course.
2. Within seven (7) working days after the conclusion of finals the student will be informed, in writing, at the mailing address found in the student directory by **certified mail** and through campus mail, of the alleged violation.

3. An arraignment hearing will be held within ten (10) regular class days after the start of the next regular (Fall or Spring) semester and the student will be notified of the hearing date, time, and place no later than the fifth (5) regular class day.
4. **Depositions shall be taken from those who do not return for the next semester (fall to spring, spring to fall) to be used as official testimony.**

## ARTICLE XIII. AMENDMENTS

Section One. *Proposal*

Amendments to this constitution may originate with either the Honor Court or the Student Government Association. Suggestions for amendments may be submitted to either body.

Section Two. *Ratification*

1. Proposed amendments to the Honor Court Constitution originating in the Student Government Association shall be approved by the Honor Court with a 4/5 vote. Amendments originating in the Honor Court must be approved by the Student Government Association with a 2/3 majority vote.
2. Amendments must be approved by the faculty and, in general election, by 2/3 majority of the voting student body to become a part of this constitution. Approval may be made first by either body.
3. The amendment shall take effect immediately upon ratification.

# Guidelines For The Honor System

## 1. ADVANTAGES OF THE HONOR SYSTEM

We of Centenary College are proud of the fact that our students govern their own academic performance through an Honor Code which they helped to write, and which they themselves administer. A national survey has shown that cheating occurs more often on campuses where no joint honor system is in effect and where enforcement of honesty is left up to faculty alone. It occurs least often among students in colleges where both students and faculty participate in a functioning honor system. Our Honor System is a classic example of growing student participation in self-government and responsibility for administrative affairs on campus. The increased freedom it affords gives those who participate in it room to grow in maturity and responsibility and to strengthen qualities of honesty and integrity. Sharing with the student body in the observance and administering of the Honor Code also benefits the College faculty. Faculty and students become partners in striving toward a lofty goal, and their common striving builds an atmosphere of trust and confidence. Faculty members are also relieved of the necessity of filling the distasteful role of policeman. The Centenary College Honor System was developed because the students proposed the idea to the College faculty and asked that the faculty join in writing and administering a workable code. The Code was tried on an experimental basis in some departments of the College in 1953, and soon thereafter the present Honor Code was adopted as binding for all regular students of the College.

## 2. REQUIREMENTS AND PROCEDURES

Basically, the Code provides that a student will neither cheat nor will he/she tolerate cheating on the part of others. If you have registered at Centenary, you have signed a pact which automatically includes you as a part of our Honor System, binding you to its terms and committing you to uphold its principles and its provisions. You have agreed to present work for credit which is wholly and only your own. When exams are given or when you present written work and research papers, no professor or proctor should be required as a policeman to insure that the work is your own, although a teacher may do so in incidents of suspected violation of the Honor Code. Your own personal integrity is your proctor. We administer the Code through a student court composed of five members and two alternates who are chosen from among nominations made by the student body and the faculty. One member is elected to preside as Chief Justice. At least one faculty member serves as advisor and liaison officer. The Constitution of the Honor Court provides that all violations of the Code shall be referred at once to the Court. It also provides for hearings, suitable penalties upon conviction, and appeal of conviction. A conviction before the Honor Court for violation of the Honor Code may result in one of the following penalties: Conviction with further penalty, Honor Court F on the work, Honor Court F in the course, suspension for one semester or permanent expulsion from Centenary. Every student should thoroughly familiarize him/herself with the Honor Court Constitution printed in the preceding section of *The Centenary College Student Handbook* in order to understand exactly what his/her responsibilities are under the Honor System. If you suspect that a violation of the Honor Code has occurred, it is your obligation to inform a member of the Honor Court of this fact as soon as possible. Names of the members of the Court will be posted in each classroom. If you do not know any of these students, you may send written notice to the Faculty Advisor, Honor Court, through campus mail. The Honor Court Constitution and the Honor Code are printed in full detail in the preceding section which all incoming students are expected to read carefully. The Honor System is also explained to new students during formal orientation each fall.

## 3. RESEARCH PAPERS AND THE HONOR SYSTEM

Most commonly, violations of the Honor Code concern plagiarism. In the interest of clarification, these guidelines are offered. Plagiarism in any work done under the Honor System is a violation of the Honor Code, and is a serious offense. You will be plagiarizing if (1) you are not accurate in indicating direct quotations from any source, including textbooks, or (2) you do not completely reword when you paraphrase. Rewording includes using your own language and your own sentence structure. A paraphrase should sound like you, not like the source with the words shifted around. Both quotations and paraphrasing require documentation. Any plagiarism, intentional or not, casts doubt on the honesty of all your statements. *A Short Guide to Manuscript and Documentation Form,* by Allen and Colbrunn, found under 029.6, AL53s, and the *MLA Style Sheet,* found under 0-29, M72s, are both on permanent reserve in the library for your reference use. These pamphlets, along with the freshman English textbook and this explanation, should indicate what is not proper credit and the correct form for giving credit. Borrowing an author's *ideas* and putting them into your own words is *paraphrasing* and requires that credit be given for the ideas by means of a footnote or other clear procedure. Neither quotation marks nor indentation is used for paraphrasing. If you present another person's ideas as your own, by *not* giving credit, you are plagiarizing. When in doubt, footnote! Borrowing an author's exact *words is quoting* and also requires a footnote or other clear credit to the

source. Quotes must be placed in quotation marks, and if the quote is long, it should also be indented and single spaced. If you quote an author and do not put the quote in quotation marks or indent, your are plagiarizing *even if you do give a footnote!* You are borrowing not only the author's ideas but are presenting the words as your own. You still are not giving full credit and thus are plagiarizing. Usually, two or more distinctive and sequential words from the source should be placed in quotation marks. Following is a reproduction of part of page 208 of *Recent American Literature* by Donald Heiney (Great Neck, New York: Barron's Educational Series, 1958). Following this reproduction are examples of three students' use of this reference in research papers. Two of the students, A and B, have given improper credit and therefore are guilty of plagiarism. Student C has given proper credit.

The original passage:

Awarding of the Nobel Prize to Faulkner in 1950 has brought home to the American public the fact that in Europe he is considered the foremost living American author; today many American critics are inclined to agree in this judgement. The distinction is one to which he is well entitled. He is sometimes considered an agrarian naturalist in the manner of Erskine Caldwell; actually he is more meaningful and profound, as well as more artistically original, than any of the American naturalists with the possible exception of Hemingway. His novels are generally laid in rural settings, but the problems they treat are psychological and moral rather than physical. His great subject is the decline of the South; its economic sterility, its moral disintegration, and its struggle to resist the progressive and materialistic civilization of the North.

Student A's paper:

The awarding of the Nobel Prize to Faulkner in 1950 has brought home to the American public the fact that in Europe he is considered the foremost living American author. His naturalism is sometimes compared to that of Erskine Caldwell. Faulkner's naturalism is illustrated by his use of rural settings in his novels. His great subject is the decline of the South; its economic sterility, its moral disintegration, and its struggle to resist the progressive and materialist civilization of the North.

Student A has plagiarized both ideas and words by presenting them as his own without any footnotes at all. He/she has violated the Honor Code.

Student B's paper:

The awarding of the Nobel Prize to Faulkner in 1950 has brought home to the American public the fact that in Europe he is considered the foremost living American author. His naturalism is sometimes compared to that of Erskine Caldwell. Faulkner's naturalism is illustrated by his use of rural settings in his novels. His great subject is the decline of the South: its economic sterility, its moral disintegration and its struggle to resist the progressive and materialistic civilization of the North.1

1Donald Heiney, *Recent American Literature,* (Great Neck, New York: Barron's Educational Series, 1958) p. 208.

Student B has given credit for the borrowed ideas by his footnotes, but not for the words, which are also borrowed in places. Although a few words are changed, there are still complete sentences lifted intact from the original work without giving credit for the author's words. Student B also has violated the Honor Code.

Student C's paper:

Faulkner's great talent has made him "the foremost living American author" to European critics. 1The rural settings of many of his novels illustrate his naturalism which is often compared with that of Erskine Caldwell. The central theme of Faulkner's novels is the decline of the South.2

1Donald Heiney, *Recent American Literature* (Great Neck, New York: Barron's Educational Series, 1958) p. 208>

2Ibid.

Student C has given credit for both the phrase "the foremost living American author" and for the ideas borrowed. He/she has given proper credit.

## 4. A FINAL REMINDER

If you have any questions, it is your responsibility to ask your professor exactly what he/she requires in a paper that requires research or documentation. Let us remind you that this applies to all full-time and part-time undergraduate students whether in day or night classes.

# Campus Services

## Academic Counseling

The Advisor is responsible for assisting students in all areas of academic life, such as assisting students with schedules and a degree plan which must be filed no later than the first semester of the junior year in the Office of the Registrar. At the time of admission to the College each student is assigned a faculty advisor who is available for advice in academic matters.

## Academic Petitions

The faculty has established a procedure to act on the requests of students for exception to, or waiver of, academic regulations. Your advisor, the registrar or Office of the Provost can assist you. Students may not petition academic suspensions; enrollment for more than 24 hours in any regular semester (12 hours during the summer); more than a total of 18 pass/fail hours; and graduation with less than 124 hours or less than a 2.0 cumulative grade point average overall or in their major(s).

## Address Change

It is the responsibility of each enrolled student to provide the College with an up-to-date local and permanent mailing address. An address change that occurs any time after the student completes the registration process for the current semester should be reported to the Office of Student Life and an Address Change Form completed.

## Automobiles on Campus/Vehicle Registration

All faculty, staff and students must register their vehicles. Students must register their vehicle prior to the beginning of the fall semester each year. There is a $25.00 fee for resident students and a $10.00 fee for commuters. Vehicles are registered on line through the Department of Public Safety's webiste and the parking decals are delivered through campus mail. In order to register a motor vehicle, you will need a valid driver's license and the license plate number of your vehicle. Members of the Centenary Community who have not previously registered a vehicle may register a new vehicle throughout the year by the same process. Only one parking decal is issued to each member of the Centenary Community, however, the decal may be transferred to different vehicles operated by the registrant. Since Faculty and Staff decals do not expire they are encouraged to update their vehicle registration information upon acquiring a different primary vehicle. If the correct vehicle information is on file then DPS officers will be able to quickly contact the owner of a vehicle in the event of an emergency. You may update your vehicle information by emailing the Director of Public Safety. Vehicle registration does not guarantee a specific parking place or parking lot. Campus policies and regulations regarding vehicles are specified in the portion of the Student Handbook entitled Parking Policies and Regulations and in the Campus Map and Parking Information pamphlet that an individual receives upon registering his/her vehicle. Members of the Centenary community who need a temporary permit may request one at the Department of Public Safety Office, which is located at 2910 Centenary Blvd. In order to replace a lost or stolen decal the registrant must go to the Department of Public Safety and file a report. Parking fees and fines should be paid at the Business office, in Hamilton Hall.

# Campus Convocations

The college has set aside Thursdays from 11:00 a.m. - 12:00 noon as a time for the entire campus community to gather for special programs and lectures. Periodically, these may be scheduled on Tuesday mornings (President's Convocation) or during the evening (Honors Convocation). On occasions these gatherings are academic convocations resulting in formal processionals by faculty, staff and seniors. Incoming first year students participate in the President's Convocation. Religious programs can also be held during this time period. All students and staff are encouraged to attend. In order to preserve this time for a gathering of the entire campus community, both faculty and Student Senate have designated that no other meetings should be scheduled at this hour unless there is no official College function planned. Additional concerts and lectures are scheduled for other announced times throughout the semester.

# Campus Facilities

All facilities and equipment must be reserved through the Conference & Facilities Office. Requests are subject to availability and are processed on a first come first served basis. If the desired facility is not available the Coordinator will assist you to find an alternate location. Facility requests should be made by way of the Internet from the Centenary homepage as early as possible. Changes made for an event must be done by e-mail or a new facility request submitted. All events, if received in a timely manner, will be posted on the "Weekly Schedule of Events" which is now on the web. Request for use of a facility or equipment which provides less than 48 hour response time from the Conference & Facilities Office or Facility Services is subject to the scheduling and availability of personnel who handle the request. Student organizations requesting the use of equipment will be asked to leave a refundable deposit before picking up the equipment. The deposit will be refunded through the Business Office. The Conference & Facilities Office can be reached at x5015.

Facility Services, whose staff includes carpenters, electricians, environmental services, grounds, plumber, locksmith, painter, and heating and air conditioning personnel, are on call to respond to all building needs and emergencies. If students need the assistance of one of these trades, they should first notify their RA or the Residence Life Office before submitting a work order via the Internet. The maintenance request can be found under Campus Services from the Centenary homepage. They can also call x5286 to report problems.

# Career Center

Located at the Center for Extended Learning, 2910 Centenary Blvd., the Career Center offers a variety of opportunities for students and alumni. The Career Center library contains books, magazines, handouts and CDs for information on all aspects of career development, from selecting a major to planning a job search. Students trying to decide on a major or occupation are encouraged to take advantage of the free career interest and personality inventories offered. Graduate school information, including fellowship and scholarship opportunities, can also be obtained at the Center. Part-time and career opportunity listings are maintained at the career center as well. For more information about services provided at the Career Center, go to http://www.centenary.edu/career or make an appointment to speak to the director at 869-5042.

# Centenary College Store

The College Bookstore, located in the basement of the Student Union Building, has a variety of items ranging from textbooks and supplies to novelty items and educationally priced computer software. Any book in print may be special ordered with a $3.00 or more non-refundable fee for shipping. Personal checks up to $25.00 can be cashed with proper I.D. at no charge. Other services offered by the College Store are faxes being sent and received for $1.00 per page and sending packages by UPS. The College Store will accept VISA, MasterCard and Discover cards. Hours: 8:00 a.m. - 5:00 p.m., Monday-Friday, and extended hours during RUSH and special events as posted.

# Chaplain Of The College

The Chaplain of the College serves as pastor to the Centenary community and liaison to the different denominational campus ministries. The chaplain is available for short-term spiritual counseling. There are opportunities available for worship, Bible Study, and individual spiritual direction offered through various campus ministries and the chaplain's office. A general listing of worship opportunities throughout the area is available in the chaplain's office. The Religious Life page of the Centenary College website (http://www.centenary.edu.departme/rellife/rellife.html) offers information or you may call the chaplain's office at 869-5157.

# Commencement Material

The use of cords and tassels by academic departments, in addition to those issues to recognize academic honors, will be permitted. Cords and tassels utilized will be provided by the department in recognition of those receiving departmental honors or belonging to the honor society of that department. In addition, each department will be responsible for issuing the tassels or cords prior to commencement.

# Computer Lab Use

Please read ***Computer Use Policy*** under Community Standards Section for details.

# Counseling Center

**Counseling**

The mission of the Counseling Center is to provide students with personal counseling that enables them to cope with personal problems that may impede their success as college students. Counseling is provided free of charge to all currently enrolled Centenary students. Confidentiality is strictly maintained. The Center is located on the ground floor of Rotary Residence Hall, phone number 869-5424.

**Disability Services**

Centenary assures students with disabilities equal opportunity to reach the same level of achievement as other students in the most integrated setting appropriate to the individual's needs. No qualified student shall be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity. Services for students with disabilities are available through the Counseling Center, located on the ground floor of Rotary Residence Hall, phone number is 869-5424.

# Department of Public Safety

The goal of the Centenary College Department of Public Safety is to provide a safe environment so that the College can fulfill its educational mission. In order to accomplish this goal the Department of Public Safety (DPS) employs both College Police Officers and security officers. The College Police officers have successfully completed a Basic Law Enforcement Training Academy and have been commissioned by the State of Louisiana. These officers have the same law enforcement powers, authority and responsibilities as a state/city police officer or sheriff's deputy including the power of arrest. The Department of Public Safety has staff on duty 24 hours a day every day of the year. DPS officers engage in around the clock patrols of the campus including the residence halls, Greek Houses, contiguous streets and parking lots. The Department of Public Safety is responsible for providing the college community with access to facilities. Requests to use campus facilities should be directed to the Facility Coordinator, at the Facility Services office, who will in turn provide the Department of Public Safety with a facility use schedule. The Department of Public Safety is also responsible for enforcing parking regulations and other campus rules. DPS officers respond to crimes in progress, emergencies and to simply investigate incidents of suspicious behavior. They also write offense and traffic accident reports. The Department of Public Safety has proactive policies, that are geared to preventing crimes before they occur. The Department attempts to keep the college community apprised of ongoing criminal activity in the campus area or emergencies that may affect them via informational bulletins over e-mail. There is a student patrol program that provides members of the college community with an escort across campus 24 hours a day. DPS officers are available to participate in educational programs regarding alcohol, drugs or sexual assault.

The Department of Public Safety Office is located in Building 2910 on Centenary Blvd. directly across from Meadows Museum. Students, faculty and staff are encouraged to immediately report any unusual incidents, suspicious people, or crimes to the Department by dialing 5000 from an on-campus phone or 869-5000 on an off campus phone. Members of the Centenary community should simply dial 911 in the event of an emergency. DPS officers carry portable radios with telephone capability, which enable them to directly answer both phone lines from anywhere on campus. The College also maintains a hands-free emergency campus telephone system. There are emergency phones located at the main entrance to each residence hall. Additional emergency phones are located at the north entrance to Hardin Hall, by the south entrance to the Hurley School of Music, on the SUB patio and near Lot 6 (at the south entrance to the Smith Building). The Department of Public Safety has a good relationship with the other law enforcement agencies in the area and is available to assist students in reporting crimes that occurred outside the campus jurisdiction to the appropriate agency.

# Important Telephone Numbers

Centenary College Department of Public Safety (Police)

Non-emergency _____ 5000 On-campus
869-5000 Off-campus

Emergency _____ 9-1-1

Centenary College Office of Student Life _____ 869-5117

Centenary College Office of Residence Life _____ 869-5110

Centenary College Counseling Center _____ 869-5424

Centenary College Facilities Services _____ 869-5286

Rape Crisis Line – YWCA _____ 222-0556

Caddo Parish Sheriff's Department (Non-Emergency) _____ 675-2170

Bossier Parish Sheriff's Department (Non-Emergency) _____ 965-2203

Shreveport Police Department (Non-Emergency) _____ 673-7300

Bossier Police Department (Non-Emergency) _____ 741-8610

Bossier City Fire Department (Non-Emergency) _____ 741-8710

Shreveport Fire Department (Non-Emergency) _____ 673-6650

The emergency number for all police and fire departments listed above is: 9-1-1

Louisiana State Police _____ 741-7411

Department of Motor Vehicles _____ 676-7512
Driver's License _____ 676-5858
Vehicle Registration _____ 676-5857

Schumpert Medical Center _____ 681-4500
One Saint Mary Place

Willis-Knighton Medical Center _____ 632-4700
2600 Greenwood Rd.

LSU Medical Center _____ 675-5000
1501 E. King's Hwy.

Quick Care _____ 212-3520
Located on Bert Kouns close to intersection with Youree Dr.

## Dining Services

Centenary Dining Services is dedicated to serving student's dietary needs with the highest level of quality and customer service. Centenary Dining services provides several meal plan options. Students living in the residence halls or Greek houses are required to purchase a meal plan. Students who require special dietary needs under the care of a physician should present their prescribed menu to the Director of Dining Services. Freshman and Sophomore students can choose either a seventeen meal per week plan supplemented with $150 "cent bucks" or a twelve meal per week plan supplemented with $250 "cent bucks". Juniors and Seniors can choose either of the previous plans or choose a seven meal per week plan with $150 "cent bucks". For commuting students, Centenary Dining offers a fifty meal per semester plan supplemented with $75 "cent bucks". For an explanation of how the plans work see the meal plan brochure. Additional "Cent Bucks" can be purchased at the Dining Services office located in Bynum Commons. Meals can be redeemed in the Bynum Commons Café and "Cent Bucks" can be used in either the Bynum Commons Café or in Randle's Place, located in the Student Union Building. If you have any questions please call the Dining Hall at 869-5284.

## Financial Aid

Scholarships, grants, and all federal aid programs are administered by the Director of Financial Aid. Students are encouraged to visit the Office of Financial Aid if they have any concerns or problems with their awards. Veterans' benefits are administered by the

V.A. Representative in the Office of Financial Aid. The Anna Ruth Nuttall Small Loan Fund is available for students in most cases. This fund was established by the family and friends of the late Dr. Anna Ruth, Assistant Professor of Bible and English at the college until her death in 1952. Students should apply to the Business Office. Ordinarily the amount loaned will be a maximum of $25.00. Loans are payable within fifteen days. Special provisions permit College authorities to lend larger sums from the fund when an emergency arises.

## ID Cards

All Centenary students are required to have a valid student ID card. ID cards are made for all new students during registration. The first ID card is free; replacement cards are $10.00 and are available in the Student Activities Office. The benefits of an ID card include, but are not limited to, admittance to home athletic events and one free ticket to theater productions. When a student graduates or leaves for any other reason, the ID card must be turned into the Business Office. Transcripts can be held if the card is not returned. ID cards are non-transferable and will be confiscated if found in the possession of a person other than the owner.

## Intramurals

Centenary College provides all students, staff, and faculty with the opportunity to participate in structured recreational activities. The Intramural Sports program provides competition, recreation and instruction through the intramural and club sports. Students may compete in sports that are not offered at the varsity level or enjoy a sport without the rigorous demands of varsity sports. Intramural sports offered at Centenary College include, but are not limited to, soccer, flag football, basketball, softball, volleyball, and ultimate frisbee.

## Library

The Magale Library of Centenary College offers a variety of modern facilities and services which make it the information and study "hang out" center of the campus. The Library is open a total of 94 hours during the seven day week, each semester. The total collection, approximately 170,000 books and periodicals is used for class work, personal research, and general interest reading. The collection is arranged in open shelves according to the Dewey Decimal/Library of Congress Classification Systems. The library has a seating capacity of over 400 spread throughout the building. The Circulation Desk, the Reference Collection, Technology Help Desk, online database/print indexes, 7 Classroom Computer Labs, a video-editing and compression lab, a kiosk, a stack area of books published after 1990, and current periodical collection are all located on the main floor. The Reserve Collection is located behind the Circulation Desk. The book and periodical collections are largely located on the second floor. A newly constructed educational screening room, including DVD and all media formats is also located on the second floor. The Pierce Cline Rare Book Room has been relocated in the library basement. Located throughout the library are 36 satellite drops, 9 video conferencing drops to make distance education easily available. An open food and drink policy with cold drink and snack machines and a microwave are available on the main first floor. Library renovation includes new carpeting of the first floor, larger study areas, and over 160 networked personal computers. Comfortable chairs and sofas provide a welcoming environment for the interchange of ideas. A new integrated electronic library system offers the most current collection information accessible at all times. A selected group of approximately 80 electronic subscription databases allow for the easy location of journal citations and abstracts, with

many full-text. Interlibrary Loan services provide access to non-electronic materials throughout the world. Study facilities include large tables, carrels, and study rooms. A growing collection of videos enhance both individual and class materials. Seven advanced multimedia computer areas are located on the first floor of the library, including a Web Page production lab and a Multimedia development center and scanner use. Photocopiers are provided on first and second floors. A gallery in the main foyer houses monthly rotating art exhibits. A portion of the fine art collection of the college is on display throughout the library. The library is dedicated to offering individualized or group guidance and services. The primary task of any member of the staff is to assist library users with their information needs. A Reference Librarian and Library Technologist are available during open hours. Other library related facilities include a music library and lab adjacent to Hurley Music Building and archive resources on Centenary and Methodist history in the Sam Peters Research Building. The Peters Building also houses a modern authors collection, highlighted by the works of Jack London and William Corrington.

## Lost and Found

Items left in the Library may be claimed at the Library Circulation Desk. If items are left elsewhere, contact the Office of Student Life or the Department of Public Safety. Lost articles should be taken to the Office of Student Life in the Student Union or given to a Public Safety officer.

## Mail Services

Mail Services is located in the Moore Student Center. During fall and spring semesters the Post Office is open from 10:00 a.m. - 4:00 p.m., Monday thru Friday. All student mail is delivered to student mail boxes located on the main floor of the Student Center. Mail is delivered twice a day, Monday-Friday. Sorting is completed and delivery made to the boxes by 12:00 noon. Packages, bundles and mail box combinations will not be given out without a Centenary College I.D. Card. Box numbers and combinations are issued to all full-time undergraduates on registration day during the fall semester. Each student keeps the same mail box during his/her years at Centenary. Students not assigned box numbers at registration should check with the Post Office personnel as early as possible for an assignment. It is the student's responsibility to give the Campus Post Office written notification of any change of address to ensure proper forwarding of mail. When a student leaves for the summer and plans to return in the fall, he/she may fill out a forwarding address card OR the mail will be put in the assigned mailbox and may be retrieved when he/she returns. If a student is graduating, he/she MUST fill out a forwarding address card, otherwise, the mail received will be returned to the sender. The post office is closed from 11:30 a.m.-12:30 p.m. during the summer and all school breaks. For more information, call 5263.

## Medical/Health Services

Health Services are provided by a Registered Nurse. These services are located in Rotary Hall. Hours are posted in Rotary Hall and in the Student Union Building and in Residence Halls. Health Services offered are "first care," consultation, wellness programs, and provider referrals that meet the needs of the majority of students. Some specialized additional care can be provided, i.e. follow up care, dressing changes, and hospital visits. Referrals will be made according to the student's health care plan. If students are in need of care during non-operational hours, the student may contact the Department of Public Safety at 5000 for assistance in contacting the nurse. **In the case of emergencies students should**

**call 9-911 and notify the RA's and DPS.** All students should contact Health Services if they are unable to attend class due to illness. All communicable diseases must be reported to the Health Center regardless of where treatment is obtained. Each full time student is required to have a record of immunizations and a physical examination on file in Health Services. This is to assist in providing care in the case of illness and to be in compliance with State of Louisiana immunization requirements. There is a mandatory health insurance fee and health center fee that is paid at the beginning of each semester. See insurance information for complete details.

# New Student Orientation

The Office of Student Life and a select group of returning students coordinate New Student Orientation. All new undergraduates, first year students, and transfer students entering Centenary College are required to participate in orientation. New Student Orientation occurs just prior to the start of the fall and spring semesters. All new students must pay a one-time fee for orientation.

# Office of Residence Life and Housing

The Residence Life and Housing department provides social and educational activities, oversees housing placement and operations, and coordinates other residential functions for students who live in the campus residence halls. The office is located on the ground floor of the Student Union Building (SUB). The office staff consists of the Director of Residence Life and Housing, the Assistant Director for Housing Assignments and Operations, and a staff of student assistants. Our live-in staff includes two professional Area Coordinators, three Senior Resident Assistants (SRAs), and a staff of Resident Assistants (RAs).

1. **Area Coordinators:** Each full-time professional Area Coordinator oversees one side of the residential campus, directly supervising one residence hall, one or two SRAs, and a staff of RAs. They each also advise one Hall Council.
2. **Senior Resident Assistant (SRA):** Senior RAs are outstanding upperclass student leaders with prior RA experience. Each SRA directs one residence hall, supervises an RA staff member, advises a Hall Council, and works directly with one floor of residents.
3. **Resident Assistant (RA):** The RAs are the backbone of our residence life program. Each of these student leaders is selected through a selective screening process and receives extensive training on mediation, activity planning, policy enforcement, and dealing with emergency procedures. RAs are responsible for upholding community standards, mentoring students on their floors, and building a sense of community in the residence halls.

## Residence Hall Association (RHA) and Hall Councils

The students of each residence hall elect peers to represent them each year. Each building elects a Hall Council. These governing bodies set community standards, plan activities, and represent the students living on campus. Each Hall Council sends their President and one other representative to serve on the board of the Residence Hall Association (RHA). RHA executive board members are elected each spring in a campus-wide election. In addition to activity planning and student representation, RHA adjudicates minor residential judicial cases, provides leadership training, and represents our campus at regional and national conferences. Any student who is interested in one of these leadership positions is encouraged to contact residence life staff, Hall Council, or RHA member for more information.

## Office of Student Life

The Student Life Staff are available to provide service and support for students that enhance learning and continued personal growth. Students are encouraged to address problems, concerns, complaints, or recommendations to any member of the staff. The Office of the Dean of Student Life is conveniently located in the Student Union Building. Residence Life and Housing, Student Activities/Intramurals are also located in the Student Union Building while Counseling Services and Health Services are located in Rotary Hall.

## Registrar's Office

The Registrar's Office is responsible for monitoring the academic policies of Centenary College. Students should contact this office, located in Hamilton Hall for services or questions concerning registration issues, including enrollment status and changes; academic petitions; transcript requests, verifications of enrollment or letters of good standing; degree, catalog, and graduation requirements; transfer of credit; scheduling or advising problems; or any other concerns regarding **academic** issues.

## Religious Activities

Opportunities for worship are offered to the Centenary community in many ways. Each Tuesday at 11:10 a.m., "Stepping Stones" is a worship service led by students held in the small chapel adjoining Brown Chapel. At the conclusion of the service, the Chaplain of the college offers Holy Communion for those who wish to participate. Once a month, the Roman Catholic Church offers the sacrament of Holy Communion. Various Bible studies, opportunities for service, fellowship, and worship are offered through the campus ministry organizations on campus. A complete listing of campus ministries and their activities may be found on The Religious Life page of the Centenary College website (http://www.centenary.edu/departme/rellife/rellife.html). Students are encouraged to find a church home in the Shreveport-Bossier community within their religious tradition. Information for worship services for various denominations and beliefs may be obtained from the Administrative Assistant to the Chaplain at 869-5156. Students, faculty, or staff should feel free to contact the University's Chaplain at 869-5157.

## Service Learning

Service-Learning program at Centenary provides a variety of service opportunities for Centenary students. Service projects range from animal care, the arts, coaching, camp counseling, teaching, and recycling, to child and adult tutoring and care. Most service projects are designed to coincide with Centenary's semester schedule and includes a variety of days and times to fit any student's class schedule. May Module and Alternative-Break service opportunities are also available. All students must complete a minimum of 30 clock hours of service-learning as a requirement for graduation. Information is available through faculty advisors, the Director of Service-Learning at the Center for Extended Learning, or the Registrar's Office.

## Student Activities

The Student Activities Office provides students with many opportunities to get involved in activities, programs, and services at Centenary College. The office serves as a resource center for information about campus activities, as well as student organizations. The Student Activities Office is located on the ground floor of the Student Union Building (SUB).

## Student Support Services

The Office of Residence Life 869-5110, the Dean of Student Life 869-5117, and the Director of Career Center 869-5042, provide student support and service for students which enhance learning and personal growth.

## Student Union Building (SUB)

The Moore Student Union offers Ping-Pong, pool, electronic video games and a large screen television. The Centenary Activities Board, working in conjunction with the Student Activities Office, plans many special activities during the year. The main floor of the "SUB" houses the offices of Student Life, Student Activities, Residence Life and Housing, and the Student Government Office, as well as the Post Office and Randle's Place, the snack bar. The student media, which includes the *Conglomerate*, the *Yoncopin*, *KSCL 91.3 FM*, *Pandora*, and a faculty lounge are on the second floor. The College Bookstore is in the basement of the SUB. The Student Union Building is open from 6:00 a.m. to 12:30 a.m. daily. To insure the security of the Student Union Building and the students of Centenary College, the entire building is locked at 12:30 a.m. and reopened at 6:00 a.m. Students may continue to use the lounge area on the south side of the building's ground floor. To gain access to the lounge area, students should call the Office of Public Safety (ext. 5000). **The Public Safety officer on duty may not be able to respond immediately and all persons will be asked to show their Centenary College ID card.** Students having access to a media office should also contact the Office of Public Safety to gain access to the second floor. Students will not be allowed access to the second floor unless they have been issued a key **and show their Centenary College ID card.** During prep and finals week, the lounge area will remain unlocked.

## Study Areas

Students have diverse study habits. While some prefer to study in their rooms or lobbies, some find they need more isolated and quieter areas with less distraction. Commuter students find they can study better on campus and look for places on campus to study. In addition to one's room on campus, the following areas are identified as study locations.

- Library during regular hours
- Lounge area of SUB is open 24 hours daily when school is in session
- 24 hour coed Study Suites are available in James, Sexton, Hardin, and Cline
- Mickle Hall is available for study 24 hours daily when school is in session. [Contact Public Safety (5000) for access at night or on weekends.]

## Willson Lectures

The Willson Lectureship has been established on the Centenary campus by Mr. and Mrs. J. M. Willson of Floydada, Texas. This annual lectureship brings to the campus distinguished speakers in the fields of religion and higher education.

# Parking and Traffic Policies and Regulations

## I. Motor Vehicle Policy

These regulations are based on the principle that operating a motor vehicle on the Centenary College Campus is a PRIVELEGE granted by the College. It is not an inherent right of any faculty or staff member, student or visitor. The College has adopted the following regulations to insure safe, courteous and orderly vehicle operation and parking. It is the responsibility of the driver to know and follow these regulations or they will be cited for any violations. Vehicle registration is required for any vehicle operated by a member of the College Community. Centenary College assumes no responsibility, nor creates any liability, for the care and/or protection of any vehicle, or its contents, while it is on campus.

## II. Definitions

Abandoned Vehicle: Any vehicle parked on campus without a decal displayed and not moved for a period of seventy-two (72) hours.

Commuter: A student who lives off campus and drives a vehicle to the campus.

Custodian: An individual who has been granted charge and control of a vehicle by the legal owner. Example: a child may use a vehicle that is owned by a parent.

Handicapped Areas: Areas that are reserved for either handicapped parking or are utilized for handicapped access (such as ramps).

Loading Zone: An area reserved for the exclusive use of a vehicle during the actual loading or unloading of passengers or goods.

Non-registered vehicle: Any vehicle operated on campus by a member of the College community that is not registered.

Owner: The person who holds the title or lien to a vehicle.

Campus Citation: a ticket issued for violations of Centenary College's Parking and Traffic Regulations.

Registrant: The person who completed and signed the Vehicle Registration Form.

Resident: A student who lives on the college campus.

Security Officer: An employee of Centenary College charged with protecting the College community and property as well as enforcing the rules and regulations of the College.

College Police Officer: An employee of Centenary College who has attended and successfully completed the training mandated by the State of Louisiana to be commissioned as a law enforcement officer. They are responsible for enforcing state law within the campus jurisdiction in addition to the rules and regulations of the College.

Traffic Control Devices: Signs, markings and devices installed by the College for the purpose of regulating, warning or guiding traffic or parking.

Vehicle: Refers to any mode of transportation operated by a motor. (This includes motorcycles, scooters, etc.)

Vehicle Registration: The system engaged by the College to register any vehicle used by a member of the College community on the College campus.

Vehicle Registration Decal /Hangtag: Referred to as "Decal". A label used to identify vehicles and to ensure compliance with the College Parking and Traffic Policies and Regulations.

## III. Vehicle Registration and Fees

A. All faculty, staff and students are required to register their vehicles and obtain decals.
   1. Individuals may register only those vehicles to which they, their spouses, parents or guardians hold the title or lien.
   2. The decal is good for one year, expiring on the 15th of August each year.

B. Registration of a vehicle does not guarantee a parking space on campus.

C. Parking lot assignments are made on a first come first serve basis in accordance with the registration cycle used by the College.
   1. Decals for Lots 4 (women) and 2 (men) are first issued to resident students classified as seniors and juniors.
   2. A waiting list is maintained by the Department of Public Safety for underclassmen who wish to obtain a decal for Lots 4 and 2. As openings occur in these lots after the close of registration, students on the list will be contacted and given the opportunity to obtain a decal for these lots. Priority will be given to sophomores.

D. Students and new faculty or staff members should register their vehicles online prior to the beginning of the fall semester in order to ensure that they do not receive any campus citations.
   1. To register a vehicle on line go to the Centenary homepage and click on campus services. Then choose the Department of Public Safety. On the homepage for the Department of Public Safety there will be an option to register your vehicle. Complete all the blanks on the form.
   2. You will receive your parking hangtag through campus mail.
   3. Vehicles may be registered throughout the year through the same process.

E. Members of the Centenary community who have registered their primary vehicle may move their decal to a secondary or rented vehicle providing that they only have one vehicle on campus at a time.
   1. The Department of Public Safety encourages all members of the college community to update the information on their primary vehicle when the primary vehicle they will be operating on campus changes. To submit an update go to the vehicle registration "page" on the DPS website and follow the appropriate links or send an e-mail to dps@centenary.edu.

F. Vehicle Registration Forms, decals, and campus citations are official documents of

the College. Falsification of or allowing falsification of, alteration of or mutilation of official documents subjects one to disciplinary action.

G. Any vehicle with an unauthorized or altered decal may be towed at the owner/registrant's expense.

H. If a decal is lost or stolen the registrant is responsible for filing a written report with the Department of Public Safety as soon as possible.

I. Temporary Parking Permits
   1. Visitors to the campus should obtain temporary parking permits at the Department of Public Safety located at 2910 Centenary Blvd. (across the street from the main entrance to the campus). There is no charge for temporary parking permits for visitors to Centenary College.
   2. Students and staff who forget their parking decal may also obtain a temporary permit from the Department of Public Safety Office.
      a. Students may obtain two temporary parking permits each semester at no charge.
      b. Students will be charged two dollars for each additional temporary parking permit.
   3. The temporary parking permits are only valid for a maximum period of two weeks.

J. Fees

| | | |
|---|---|---|
| 1. | Academic Year – Resident | $25.00 |
| 2. | Academic Year – Commuter | $10.00 |
| 3. | One Semester – Resident | $12.50 |
| 4. | One Semester – Commuter | $5.00 |
| 5. | Summer semester only | $5.00 |
| 6. | Replacement Decal | $2.00 |

## IV. Display of Parking Decal

A. A decal must be displayed properly on a vehicle any time that it is parked on campus.
   1. Parking decals which are hangtags should be hung from the rearview mirror when the vehicle is parked with the printed side visible to the exterior of the vehicle. The hangtags should be removed when the vehicle is in operation to prevent the driver's view from being obstructed.
   2. Open top vehicles should tape their decal to the inside of the front windshield in the lower right hand corner.
   3. Temporary permits should be taped to the inside of the front windshield, in the lower right hand corner.

B. If the Department of Public Safety is unable to locate the registrant of a vehicle which is interfering with the smooth operation of the College because it is parked in violation of campus parking regulations, the vehicle will be towed at the owner's expense.

C. The registrant is responsible for having the correct decal displayed on their vehicle. Any change in status affecting a parking area (such as moving from a residence hall off campus, moving from an off campus residence onto campus, or moving to a different residence hall) must be reported to the Department of Public Safety within 3 working days in order to obtain the proper decal.

D. Only the current decal should be displayed on the vehicle. Previous decals should be removed or covered over with the current decal.

E. Improper display of a decal is considered a parking violation and is fined accordingly.

## V. Traffic Policies and Violations

A. Centenary College campus is a legal school zone. The speed limit is 15mph. 24 hours a day, seven days a week, regardless of whether or not school is in session.

B. All accidents involving injuries or property damage must be reported to the Department of Public Safety and/or the Shreveport Police Department.

C. Campus Moving Violations:

1. Failure to yield to a pedestrian.
2. Driving the wrong way.
3. Driving around/through a barricade.
4. Failure to obey a Security Officer or a Police Officer.
5. "Joy Riding" or "landscaping".
6. Speeding.
7. Reckless operation of a vehicle.

## VI. Parking Policies and Violations

A. Vehicles presenting a hazard to campus safety or bringing discredit to the College will be towed at the expense of the owner or registrant.

B. When a vehicle becomes inoperable and/or cannot be parked in the proper area, the driver or registrant must immediately notify a Department of Public Safety Officer.

1. Inoperable vehicles must be removed from campus within 72 hours after notification or they may be towed at the owner's/registrant's expense.
2. An inoperable vehicle presenting a hazard to traffic will be towed immediately.

C. Abandoned vehicles will be towed at the owner's expense three days from the date of being identified.

D. Inclement weather, absence of a parking space or the fact that others are parked illegally are not valid excuses for parking illegally.

E. Parking Lot Assignments:

1. Lot No. 1: Located behind Hardin, James Annex and the tennis courts. Reserved for Decals marked 1 or 4.
2. Lot No. 2: Located between Cline and Haynes Gym. It will be closed for a portion of the Fall 2000 semester due to construction of Haynes Gym. When it opens it is reserved for Decals marked 2.
3. Lot No. 3: Located between Meadows Museum, the north side of Jackson and west of the large white line in the pavement. Reserved for Decals 1,3,3a, 4, GRAD, or Faculty/Staff. *
4. Lot No. 3a: Located in front of Rotary Hall. Reserved for Decal 3a only.
5. Lot No. 4: Located in front of the female residence halls. Reserved for Decal 4 only.
6. Lot No. 5: is Woodlawn Ave. It is a commuter lot which may also be used by a vehicle with any valid decal.
7. Lot No. 6: Located between the Smith building and Lot 5. It is reserved for Decal 6 and Faculty/Staff.
8. Lot No. 7: is the Mickle service drive. It will be closed for a portion of the Fall 2000 semester due to the construction of Haynes Gym. When it is open it is reserved for Faculty/Staff.

9. Lot No. 8: Located on the east side of the Dining Hall. It is reserved for Faculty/ Staff decals and visitors. *
10. Lot No. 8-V: Located in front of the Dining Hall. It is reserved for visitors and handicapped.
11. Lot No. 8-PH: Located on the west side of the Playhouse. It is reserved for Faculty/Staff decals.
12. Lot No. 9: Located by the Gold Dome. It is an overflow lot for Decal 6 and any vehicle with a valid decal may also use it.
13. Lot No. 10: Located on the north side of the Hurley School of Music. It is reserved for Faculty/Staff decals.*
14. Lot No. 11: Located on the west and south side of Building 2910, north of the Turner Art Center. It is reserved for Commuter, GRAD, Faculty/Staff decals and visitors.*
15. Lot No. 12: Located on the north side of Centenary Square. It is reserved for Commuter, GRAD, Faculty/Staff decals and visitors.*
16. Lot No. 13: Located on the west side of Centenary Blvd. directly across from Jones-Rice Field. It is reserved for 1 and 4 decal overflow.
17 SUB: Located on the north side of the Student Union Bldg. Parking in the spots which are not reserved is limited to ten minutes.

*** Visitors and vehicles registered for other lots may park in these lots from 0430 PM until 0730 AM on weekdays and all day on weekends and holidays. Following a holiday or break these lots return to their reserved status starting at midnight the day classes resume.**

F. Parking Violations include but are not limited to:

1. Parking on campus without a decal or with an expired decal.
2. Improper display of decal.
3. Parking in a Fire Zone as indicated by a red curb or in front of a fire hydrant.
4. Parking in an area designated as either a handicapped parking spot or an area reserved for handicap access such as ramps. These areas are marked in light blue.
5. Parking in the wrong lot for your decal.
6. Parking in a reserved area or spaces denoted for special parking ( i.e. President, AC, SRA, visitor, barricaded spots etc.)
7. Parking in a no parking zone or area designated with yellow curbs, control signs or barricades.
   a. Parking is not permitted on Centenary Blvd.
8. Parking on the grass or sidewalk. The area in front of Hardin Residence Hall is considered a sidewalk.
9. Parking a vehicle in a manner that takes up two parking spaces.
10. Double-parking a vehicle (parking a vehicle so it blocks in another vehicle).
11. Parking a vehicle in an angled parking space against the flow of traffic (backed into the space).
12. Parking in the travel lanes/driveways of any parking lot.
13. Exceeding the allotted amount of time in a timed parking zone.
14. Parking at businesses surrounding Centenary College. Unless you are a patron of the business at the time your vehicle is parked there.

## VII. Campus Citations and the Appeals Process

A. General Provisions

1. The registrant of a vehicle is responsible for all citations issued to his/her vehicle and/or decal including those incurred by others.
2. The driver of a non-registered vehicle is responsible for all citations issued regardless of ownership. If the driver of an unregistered vehicle is a student, the student will also be charged for a parking decal.
3. The same fines apply to all faculty, staff and students of the College.
4. A vehicle does not have to be stopped and a ticket issued at the time that the violation is committed. If an officer can positively identify a fleeing vehicle and/or driver a citation may be placed on the vehicle later or mailed to the registrant.
5. The registrant or driver of a vehicle is responsible for the fines resulting from a citation even if the citation is not found on the vehicle.
6. Students who fail to pay their fines may be prevented from graduating, future registration and/or release of transcripts.
7. Several violations may be listed on one citation.

B. Fines for campus citations

1. General Provisions
   a. The total fine will include both the offense fee and the repair cost (if any) for any damage resulting from the moving violation.
   b. If more than one violation is listed on the citation the total fine will be the sum of the individual fines for the various violations.
   c. Fines should be paid to the Business Office before the end of each semester.
   d. Fines for citations are calculated on a semester basis.
2. Campus Moving Violation Fines

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|---|---|
| a. First offense | $50.00 |
| b. Second offense | $75.00 |
| c. Each additional offense | $100.00 |

3. Parking Violation Fines:

| | |
|---|---|
| a. First violation | $10.00 |
| b. Second violation | $15.00 |
| c. Third violation | $25.00 |
| d. Each additional violation | $25.00 |
| e. Parking in a Fire Zone | $50.00 |
| f. Parking in a Handicapped Area | $50.00 |

C. Appeals

1. Any campus citation issued by a Department of Public Safety Officer may be appealed.
2. All appeals must be made in writing within five business days of the violation. Appeals forms can be obtained and submitted at the Business Office, the Department of Public Safety or online from the DPS web site.
3. The registrant's copy of the citation should accompany the appeal.
4. Appeals are reviewed by the Department of Public Safety's Appeals Committee, which consists of three students and two Public Safety Officers. The registrant

will be notified of the Appeals Committee's decision through campus mail.

5. If the registrant believes that the Appeals Committee made an error in their decision, he/she may submit a written appeal to the Director of Public Safety. The registrant will be notified of the Director's decision through campus mail. The decision of the Director of Public Safety is final.

# Student Resources

## Shaping the Drug Free Campus

A primary concern relative to the health and welfare of all members of the Centenary College community is the prevention of the illicit use of drugs and the abuse of alcohol. A comprehensive overview related to alcohol and other drug use for students, faculty, and staff is provided. Standards of conduct and sanctions, legal implications, health risks, and on- and off-campus resources which are available for counseling, treatment or rehabilitation have been included.

### *Employee Policy Ensuring a Drug-Free Workplace**

It is the policy of Centenary College of Louisiana to provide its employees with a drug-free work environment. To maintain this policy:

(1) no employee is permitted to manufacture, distribute, dispense, possess, or use an unlawful controlled substance on the property of Centenary College;

(2) any employee found in violation of Item 1 of this policy will be suspended without pay pending completion of a recognized drug rehabilitation program or terminated from employment at Centenary College if convicted under a criminal drug statue;

(3) any employee found in violation of Item 1 of this policy as a second occurrence will be terminated from employment at Centenary College; and

(4) each employee shall be made aware of this policy.

### *Student Policies and Sanctions Related to Alcoholic Beverages and Drugs***

The use, possession, or distribution of alcoholic beverages in or on any Centenary College property is strictly prohibited.

The use, possession, or distribution of narcotics, stimulants, depressants, mind expanding or other dangerous drugs except as expressly permitted by state and/or federal laws is strictly prohibited.

A student accused of violating the alcoholic beverages or drugs policies will be subject to disciplinary proceedings with the guarantee of procedural fairness. Circumstances of the policy violation will affect the variance in formality with the gravity of the offense and sanctions which may be applied. Disciplinary proceedings may produce results ranging from dismissal of charges to the assessment of sanctions to include warning, probation, suspension or expulsion.

# Health Risks Associated With the Use of

| NARCOTICS: | STREET NAME: | HEALTH RISKS: |
|---|---|---|
| Heroin | dope, junk, horse, H | Death from overdose |
| Morphine | white stuff, monkey, Miss Emma | Mental deterioration, Destruction of brain and liver |
| Codeine | school boy | Hepatitis, embolisms |
| Opium | | Slows breathing |
| Hydromorphone | little D, lords | Increases risk of infection such as AIDS and hepatitis |
| Meperidine | dolantol | |
| Methadone | meth, dollies, dolls, amidone | |
| **DEPRESSANTS:** | | |
| ChloralHydrate | barbs, yellow jackets, reds | Death from overdose |
| Barbituates | candy, downers, sleeping pills | Causes addictions, convulsion and death as a result of withdrawal. |
| Benzoidiazaphines | Isoapers, quads, ludes | |
| Methaqualone | | |
| Glutethimide | | |
| **STIMULANTS:** | | |
| Cocaine | crack, coke, ice, snow, toot | Death from overdose, hallucination |
| Amphetamines | speed, uppers, tennies | Causes heart palpitation which can become chronic and cause death by heart attack |
| Phenmetrazine | uppers, peaches, hearts | Lung damage, respiratory problems, irreversible brain damage, possible birth defects, depression, suicide |
| Methylphenideate | | |
| **HALLUCINOGENS:** | | |
| LSD | electricity, acid, white lightning | Epileptic seizure, Suicidal tendencies |
| Mescaline & Peyote | peyote buttons, cactus | Unpredictable behavior, Brain damage chromosomal breakdown |
| Amphetamine variants | designer drugs, ecstasy | Long term use can cause "flashbacks" periodic distortion of vision or time perception, |
| Phencyclidine | PCP, angel dust, hog, rocket | Emotional imbalance and dreamlike states while awake. |
| Phencyclidine | fuel, superweed | |
| **CANNABIS:** | | |
| Marijuana | joint, weed, grass, pot, THC, hash, hash oil | Inducement to take stronger narcotics, delays puberty, causes behavior and reproductive problems, weakens the immune system, causes lung damage, birth defects, impairs short-term memory and learning ability. |
| Tetrahydrocannabinol | | |
| Hashish | | |
| Hashishoil | | |
| **ALCOHOL:** | | |
| Alcohol | | Causes birth defects, impairs kidney function. Causes damage to pancreas and liver, hypertension; impairs the immune system, alters hormone balance; Disrupts menstrual cycle; Interferes with sex performance in males. |
| **TOBACCO:** | | |
| Nicotine | | Increased heart rate, blood pressure, emphysema, lung cancer, heart disease, death |
| **ANABOLIC STEROIDS:** | | Hair loss, deep depression, severe acne, decreased sperm production, abnormal liver function, heart disease, acute schizophrenia |

# Off Campus Resources

## *Programs Available for Drug and Alcohol Counseling, Treatment or Rehabilitation*

The following sources have been identified in the Shreveport-Bossier Metropolitan area and nationally as contacts for help in breaking the drug or alcohol habit.

**Adolescent Center** — Must be referred by primary treatment physician/judicial system. This is the second treatment of a two-step program. Mandatory attendance at NA and MA meetings. Sliding Scale fee. 448 Jordan Street. 226-9371. FAX 424-7533.

**Alcoholics Anonymous** — Peer support groups open to anyone who wants to quit drinking. 157 meetings per week throughout the Shreveport-Bossier area at churches, schools, etc. Free. Central Office: 2800 Youree Dr. 865-2172.

**Alcoholism & Drug Abuse Hotline** — Crisis Counseling via telephone- open 24 hours. 1-800-ALCOHOL or 1-800-252-6465.

**American College Health Association** — P.O. Box 28937, Baltimore, MD 21240. 410-859-1500. www.acha.org.

**Caddo-Bossier Narcotics Task Forces** — For reporting drug activities. 746-5606.

**Centenary College Counseling Services** — Available to currently enrolled students. No charge for services on campus. Staff is available as needed by contacting the Director of Counseling Services, Dean of Student Life or Director of Health Services.

**CODAD Family Counseling and Children Services** — Pre-Assessment services; outpatient program (3 months of individual and group counseling, drug screening). Sliding scale fee. 864 Olive Street. 227-8818.

**Charter Forest Hospital** — Adolescent and adult chemical dependency treatment. Specialized cocaine program. Offers outpatient (6 week program) and inpatient (28 day program) to include room and board, recreational therapy, occupational therapy, adventure counseling and individual group counseling. (does not include doctor and lab work). Insurance accepted. 688-3930.

**Choices** — Pre-assessments at no charge. Outpatient program (6-8 weeks); after care is once per week thereafter. Includes alcohol, chemical dependency, cocaine, and relapse treatment. Sliding scale fee. 2210 Line Avenue. 674-2866.

**Cocaine Hotline** — Crisis counseling 24 hours. 1-800-333-2294.

**CSAP's National Clearinghouse for Alcohol and Drug Information** — P.O. Box 2345, Rockville, MD 20847. 301-468-2600 or 1-800-729-6686.

**Doctors Hospital Crisis Line** — Telephone hotline for drug and substance abuse. Open 24 hours. Assessment evaluations are free. Six month outpatient program of individual and group counseling, detoxification treatment, room and board, recreational therapy and occupational therapy programs. Insurance accepted. 1130 Louisiana. 222-6685.

**First Step Services, Inc.** — A chemical and co-dependency treatment facility. Outpatients are court referred and privately referred. Individual and group counseling and chemical dependency education. After care program (6 months) consists of counseling once per week. Sliding scale fee. 2000 Creswell. 222-4222.

**Narcotics Anonymous** — Reports crimes associated with drugs. 677-4344.

**National Black Alcoholism Council, Inc.** — 1629 K Street, N.W., Suite 802, Washington D.C., 20006. 202-296-2696.

**National Council on Alcoholism and Drug Dependence** — 12 West 21st Street, New York, NY, 10010. 212-206-6770 or 1-800-NCA-CALL.

**National Institute on Drug Abuse Hotline** — Crisis counseling via telephone 8 a.m. - 2 a.m. Monday thru Friday and 11 a.m. - 2 a.m. on weekends. 1-800-662-4357.

**Network of College and Universities Committed to the Elimination of Drug and Alcohol Abuse** — Office of Educational Research and Improvement, U.S. Department of Education, 555 New Jersey Avenue N.W.., Washington D.C., 20208-5644. 202-219-2265.

**Northwest Regional Alcohol and Drug Abuse Clinic** — Provides only outpatient care with individualized treatment plan to include individual and group counseling. After care includes individualized treatment plan and open groups. Sliding scale fee (minimum is free, maximum vary). Drug screening also on a sliding scale fee. 6005 Financial Pl. 632-2040.

**Pines Treatment Center** — Pre-assessment at no charge. Inpatient only. 4-6 week treatment plan to include room and board, individual and group counseling and recreational therapy. Sliding scale fee of zero payment to a maximum of $72.50 per day. 6240 Greenwood Road. 632-2010.

# *Programs Available for Victims of Sexual Abuse/Rape*

**Family Therapy Center, Inc.** — 554 Jordan St., 222-9500.

**National Coalition Against Sexual Assault** — 125 N. Enola Dr., Enola, PA 17025. 717-728-9764.

**National Victim Center** — 2111 Wilson Blvd., Suite 3000, Arlington, VA 22201. 703-276-2880.

**National Victims Resource Center** — P.O. Box 6000, Rockville, MD 20850. 1-800-627-6872.

**Sexual Assault Center (YWCA)** — 222-0556.

**Shreveport Family Counseling Center** — 820 Jordan, Suite 570. 221-4455.

# Appendix A

## Louisiana law regarding the unlawful sale, purchase and possession of alcoholic beverages

### R.S. 14:93.10 Definitions

For the purposes of R.S. 14:93.10 through 93.14, the following definitions shall apply:

(1) "Purchase" means acquisition by the payment of money or other consideration. Purchase does not include such acquisition for medical purposes either when purchased as over the counter medication or when prescribed or administered by a licensed physician, pharmacist, dentist, nurse, hospital, or medical institution.

(2) "Public possession" means the possession of any alcoholic beverage for any reason, including consumption, on any street or highway or in any public place or any place open to the public, including a club which is de facto open to the public. "Public possession" does not include the following:

(a) The possession or consumption of any alcoholic beverage:

(i) For an established religious purpose.

(ii) When a person under twenty-one years of age is accompanied by a parent, spouse, or legal guardian twenty-one years of age or older.

(iii) For medical purposes when purchased as an over the counter medication, or when prescribed or administered by a licensed physician, pharmacist, dentist, nurse, hospital or medical institution.

(iv) In private residences.

(b) The sale, handling, transport, or service in dispensing of any alcoholic beverage pursuant to lawful ownership of an establishment or to lawful employment of a person under twenty-one years of age by a duly licensed manufacturer, wholesaler, or retailer of beverage alcohol.

(3) "Alcoholic beverage" means beer, distilled spirits, and wine containing one-half of one percent or more of alcohol by volume. Beer includes but is not limited to ale, lager, porter, stout, sake, and other similar fermented beverages brewed or produced from malt wholly or in part or from any substitute thereof. Distilled spirits include alcohol, ethanol, or spirits or wine in any form, including all dilutions and mixtures thereof from whatever process produced.

### R.S. 14:93.11 Unlawful sales to persons under twenty-one

A. Unlawful sales to persons under twenty-one is the selling or otherwise delivering for value of any alcoholic beverage to any person under twenty-one years of age unless such person is the lawful owner or lawful employee of an establishment to which the sale is being made and is accepting delivery pursuant to such ownership or employment. Lack of knowledge of the person's age shall not be a defense.

B. Whoever violates the provisions of this Section shall be fined not more than one hundred dollars or imprisoned for not more than six months, or both.

### R.S. 14:93.12 Purchase and public possession of alcoholic beverages; exceptions; penalties

A. It is unlawful for any person under twenty-one years of age to purchase or have public possession of any alcoholic beverage.

B. (1) Whoever violates the provisions of this Section shall be fined not more than one hundred dollars or imprisoned for not more than six months, or both.

(2) Any person apprehended while violating the provisions of this Section shall be issued a citation by the apprehending law enforcement officer, which shall be paid in the same manner as provided for the offenders of local traffic violations.

### R.S. 14:93.13 Unlawful purchase of alcoholic beverages by persons on behalf of persons under twenty-one.

A. It is unlawful for any person, other than a parent, spouse, or legal guardian, as specified in RS 14:93.10(2) (a) (ii), to purchase on behalf of a person under twenty-one years of age any alcoholic beverage.

B. Whoever violates the provisions of this Section shall be fined not more than five hundred dollars or imprisoned for not more than thirty days, or both.

### R.S. 14:93.14 Responsibilities of retail dealer not relieved

Nothing in RS 14:93.10 through 93.13 shall be construed as relieving any licensed retail dealer in alcoholic beverages any responsibilities imposed under the provisions of Title 26 of the Louisiana Revised Statutes of 1950.

## Louisiana Law regarding driving while under the influence of alcoholic beverages or drugs

### R.S. 14:98 Operating a vehicle while intoxicated

A. (1) The crime of operating a vehicle while intoxicated is the operating of any motor vehicle, aircraft, watercraft, vessel, or other means of conveyance when:

(a) The operator is under the influence of alcoholic beverages; or

(b) The operator's blood alcohol concentration is 0.10 percent or more by weight based on grams of alcohol per one hundred cubic centimeters of blood; or

(c) The operator is under the influence of any controlled dangerous substance listed in Schedule I, II, III, IV, V as set forth in R.S. 40:964

(2) A valid driver's license shall not be an element of the offense, and the lack thereof shall not be a defense to a prosecution for operating a vehicle while intoxicated.

B. (1) On a first conviction, notwithstanding any other provision of law to the contrary, the offender shall be fined not less than three hundred dollars nor more than one thousand dollars, and shall be imprisoned for not less than ten days nor more than six months. Imposition or execution of sentence shall not be suspended unless:

(a) The offender is placed on probation with a minimum condition that he serve two days in jail and participate in a court-approved substance abuse program and participate in a court-approved driver improvement program; or

(b) The offender is placed on probation with a minimum condition that he perform four eight-hour days of court-approved community service activities, at

least half of which shall consist of participation in a litter abatement or collection program, participate in a court-approved substance abuse program, and participate in a court-approved driver improvement program. An offender, who participates in a litter abatement or collection program pursuant to this subparagraph, shall have no cause of action for damages against the entity conducting the program or supervising his participation therein, including a municipality, parish, sheriff, or other entity, nor against any official, employee, or agent of such entity, for any injury or loss suffered by him during or arising out of his participation in the program, if such injury or loss is a direct result of the lack of supervision or act or omission of the supervisor, unless the injury or loss was caused by the intentional or grossly negligent act or omission of the entity or its official, employee, or agent.

(2) If the offender had a blood alcohol concentration of 0.15 percent or more by weight based on grams of alcohol per one hundred cubic centimeters of blood, at least forty-eight hours of the sentence imposed pursuant to Paragraph B (1) of this Section shall be served without the benefit of parole, probation, or suspension of sentence. Imposition or execution of the remainder of the sentence shall not be suspended unless the offender complies with Subparagraph B (1) (a) or (b) of this section.

C. (1) On a conviction of a second offense, notwithstanding any other provision of law to the contrary, regardless of whether the second offense occurred before or after the first conviction, the offender shall be fined not less than seven hundred fifty dollars, nor more than one thousand dollars, and shall be imprisoned for not less than thirty days nor more than six months. At least forty-eight hours of the sentence imposed shall be served without benefit of parole, probation, or suspension of sentence. Nothing herein shall prohibit a court from sentencing a defendant to home incarceration, if otherwise allowed under the provisions of Article 894.2 of the Code of Criminal Procedure. Imposition or execution of the remainder of the sentence shall not be suspended unless:

(a) The offender is placed on probation with a minimum condition that he serve fifteen days in jail and participate in a court-approved substance abuse program and participate in a court-approved driver improvement program; or

(b) The offender is placed on probation with a minimum condition that he perform thirty, eight-hour days of court-approved community service activities, at least half of which shall consist of participation in a litter abatement or collection program, and participate in a court-approved substance abuse program, and participate in a court-approved driver improvement program. An offender, who participates in a litter abatement or collection program pursuant to this Paragraph, shall have no cause of action for damages against the entity conducting the program or supervising his participation therein,...

(2) If the offender had a blood alcohol concentration of 0.15 percent or more by weight based on grams of alcohol per one hundred cubic centimeters of blood, at least ninety-six hours of the sentence imposed pursuant to Paragraph C (1) of this Section shall be served with the benefit of parole, probation, or suspension of sentence. Imposition or execution of the remainder of the sentence shall not be suspended unless the offender complies with Subparagraph C (1) (a) or (b) of this Section.

D. (1) On a conviction of a third offense, notwithstanding any other provision of law to

the contrary and regardless of whether the offense occurred before or after an earlier conviction, the offender shall be imprisoned with or without hard labor for not less than one year nor more than five years, and shall be fined two thousand dollars. At least six months of the sentence of imprisonment imposed shall be without benefit of probation, parole, or suspension of sentence. If a portion of the sentence is imposed with benefit of probation, parole, or suspension of sentence, the court shall require the offender to participate in a court-approved substance abuse program and/or participatein a court-approved driver improvement program.

(2) (a) In addition, the court shall order that the vehicle being driven by the offender at the time of the offense shall be seized and impounded, and sold at auction in the same manner and under the same conditions as executions of writ of seizures and sale as provided in Book V, Title II, Chapter 4 of the Code of Civil Procedure.

(b) The vehicle shall be exempt from sale if it was stolen , or if the driver of the vehicle at the time of the violation was not the owner and the owner did not know that the driver was operating the vehicle while intoxicated. If this exemption is applicable, the vehicle shall not be released from impoundment until such time as towing and storage fees have been paid.

(c) In addition, the vehicle shall be exempt from sale if all towing and storage fees are paid by a valid lienholder.

(d) The proceeds of the sale shall first be used to pay court costs and towing and storage costs, and the remainder shall be forwarded to the Council on Automobile Insurance Rates and Enforcement for its use in studying other ways to reduce drunk driving and insurance rates.

E. (1) On a conviction of fourth or subsequent offense, notwithstanding any other provision of law to the contrary and regardless of whether the fourth offense occurred before or after an earlier conviction, the offender shall be sentenced to imprisonment at hard labor for not less than ten nor more than thirty years, and shall be fined five thousand dollars.

(2) In addition, the court shall order that the vehicle being driven by the offender at the time of the offense be seized and impounded, and be sold at auction in the same manner and under the same conditions as executions of writ of seizure and sale as provided in Book V, Title II, Chapter 4 of the Code of Civil Procedure....

(3) (a) At least two years of the sentence shall be imposed without benefit of suspension of sentence, probation or parole. In the discretion of the court, any additional portion or all of the sentence may be imposed without benefit of suspension of sentence, probation, or parole. If a portion of the sentence is imposed with benefit of suspension of sentence, probation, or parole, the court shall require the offender to participate in a court-approved substance abuse program and a court-approved driver improvement program.

(b) If the offender has previously been required to participate in either or both of such programs pursuant to Subsection D of this Section, at least three years of the sentence shall be imposed without benefit of suspension of sentence, probation, or parole.

(c) If the offender has previously been required to participate in either or both such programs under Subsection B or C of Section, but not under Subsection D, at least two years of the sentence shall be imposed without benefit of suspension of sentence, probation, or parole.

(d) If the offender has previously received the benefit of suspension of sentence, probation, or parole as a fourth offender, no part of the sentence may be imposed with benefit of suspension of sentence, probation, or parole, and no portion of the sentence shall be imposed concurrently with the remaining balance of any sentence to be served for a prior conviction for any offense.

F. (1) For purposes of determining whether a defendant has a prior conviction for violation of this Section, a conviction under either R.S. 14:32.1, vehicular homicide, R.S. 14:39.1, vehicular negligent injuring, or R.S. 14:39.2, first degree vehicular negligent injuring, or a conviction under the laws of any state or an ordinance of a municipality, town, or similar political subdivision of another state, which prohibits the operation of any motor vehicle, aircraft, watercraft, vessel, or other means of conveyance while intoxicated, while impaired or while under the influence of alcohol, drugs or any controlled dangerous substance shall constitute a prior conviction. This determination shall be made by the court as a matter of law.

(2) For the purposes of this Section, a prior conviction shall not include a conviction for an offense under this Section or R.S. 14:32.1 or R.S. 14:39.1 or under comparable statute or ordinance of another jurisdiction, as described in Paragraph (1) of this Subsection, if committed more than ten years prior to the commission of the crime for which the defendant is being tried and such conviction shall not be considered in the assessment of penalties hereunder. However, periods of time during which the offender was incarcerated in a penal institution in this or any other state shall be excluded in computing the ten-year period. Subsections B and C shall include a screening procedure to determine the portions of the program which may be applicable and appropriate for individual offenders.

G. Court-approved substance programs provided for in Subsections (B) and (C) shall include a screening procedure to determine the portions of the program which may be applicable and appropriate for individual offenders.

H. "Community service activities" as used in this Section may include duty in any morgue, coroner's office, or emergency treatment room of a state-operated hospital or other state operated hospital or other state-operated emergency treatment facility, with the consent of the administrator of the morgue, coroner's office, hospital or facility.

I. An offender ordered to participate in a substance abuse program shall pay the cost incurred in participating in the program. Failure to make such payment shall subject the offender to revocation of probation, unless the court determines that the offender is unable to pay.

J. This Subsection shall be cited as the "Child Endangerment Law." When the state proves in addition to the elements of the crime as set forth in Subsection A of this Section that a minor child twelve years of age or younger was a passenger in the motor vehicle, aircraft, watercraft, vessel, or other means of motorized conveyance at the time of the commission of the offense, of the sentence imposed by the court, the execution of the minimum mandatory sentence provided by Subsection B, C, D of this Section, as appropriate, shall not be suspended. For the fourth conviction, at least two years of the sentence shall be imposed without benefit of suspension of sentence.

## R.S. 14: 98.1 Underage driving under the influence

A. The crime of underage operating a vehicle while intoxicated is the operating of any motor vehicle, aircraft, watercraft, vessel or other means of conveyance when the

operator's blood alcohol concentration is 0.02 percent or more by weight if the operator is under the age of twenty-one based on grams of alcohol per one hundred cubic centimeters of blood.

B. Any underage person whose blood alcohol concentration is found to be in violation of R.S. 14:98(A) (1) (b) shall be charged under its provisions rather than under this Section.

C. On a first conviction, the offender shall be fined not less than one hundred nor more than two hundred fifty dollars, and participate in a court-approved substance abuse and driver improvement program.

D. On a second or subsequent conviction, regardless of whether the second offense occurred before or after the first conviction, the offender shall be fined not less than one hundred fifty dollars, nor more than five hundred dollars, and imprisoned for not less than ten days nor more than three months. Imposition or execution of sentence shall not be suspended unless:

(1) The offender is placed on probation with a minimum condition that he serve forty-eight hours in jail and participate in a court-approved substance abuse and driver improvement program; or

(2) The offender is placed on probation with a minimum condition that he perform ten eight-hour days of court-approved community service activities, at least half of which shall consist of participation in a litter abatement or collection program and participate in a court-approved substance and driver improvement program.

E. Court programs regarding substance abuse provided for in Subsections C and D shall include a screening procedure to determine the portions of the program which may be applicable and appropriate for individual offenders.

F. An offender ordered to participate in a substance abuse program shall pay the cost incurred in participating in the program. Failure to make such payment shall subject the offender to revocation of probation, unless the court determines that the offender is unable to pay.

# BOSSIER CITY CODE

## Sec. 3-1. Definitions

For the purpose of this chapter, the following terms have the respective meanings ascribed to them in this section:

*Alcoholic Beverage*: Any fluid or any solid capable of being converted into fluid suitable for human consumption and containing more than one-half of one percent alcohol by volume, including, malt, vinous, spirituous, alcoholic or intoxicating liquors, beer, porter, ale, stout, fruit juices, cider or wine.

## Sec. 3-6. Purchase by or for minors

(a) It shall be unlawful for any person under the age of twenty-one (21) to purchase any alcoholic beverage, either high or low alcoholic content.

(b) It shall be unlawful for any person under age twenty-one (21) to purchase, on behalf of any person under the age of twenty-one (21) any alcoholic beverage, either high or low alcoholic content.

(c) Nothing in this section shall be construed as relieving any retail dealer in alcoholic beverages, either high or low alcoholic content, of any of the responsibilities imposed on him under the provisions of this chapter or under the provisions of this chapter or

under the provisions of Title 26 of the Louisiana Revised Statutes, as amended. (Code 1964, S 5-9 Ord. No. 151980, S 5-9, 2-5-80)

## Sec. 3-8. Drinking in public places

(a) It shall be unlawful for any person to consume alcoholic beverages of high or low alcoholic content on any public street, sidewalk, park, building, including any public school building, school grounds, football stadium, gymnasium, or any place of amusement holding a retail occupation license from the city including skating rinks, bowling alleys, theaters, pool halls, dance halls, and amusement centers.

## Sec. 3-13. Possession or consumption in motor vehicles

(a) Definitions: For the purposes of this section the following terms shall have the respective meaning ascribed to them:

(1) Alcoholic beverages: Beverages of high or low alcoholic content as defined in section 3-1 of the city Code of Ordinances.

(2) Private motor vehicles: Any motorized vehicle which is not operating as a licensed passenger or contract carrier, including motorized two and three-wheel vehicles.

(3) Public streets, parks and highways: Any public street, park or highway or public parking lots including privately owned parking lots within the city wherein parking is allowed without charge, public school parking lots, city parks and public playgrounds.

(4) Open container: Any container or receptacle wherein the seal or stamp has been broken or any container, bottle or can that has been open subsequent to the filling of such container by the manufacturer, brewery or distillery of such alcoholic beverages. Alcoholic beverages contained in drinking glasses, cups, including plastic glasses and styrofoam cups regardless of whether such container has a top affixed thereto, shall be deemed an open container.

(b) Possession, consumption in motor vehicles declared unlawful: It shall be unlawful for any person to drink, consume or possess alcoholic beverages in an open container in any motor vehicle when such vehicle is upon the public streets, parks, or highways as defined above within the city limits. This provision shall not apply to paid fare passengers on common or contract carriers.

(c) Owner or drivers permitting or keeping alcoholic beverages in open containers in motor vehicles declared unlawful. It shall be unlawful for the owner of any private motor vehicle or the driver, if the owner is not then present in the motor vehicle, to knowingly keep or allow to be kept in a private motor vehicle when such is upon the public highways, parks, and streets of the city as defined above, any alcoholic beverage in an open container. This provision shall not apply to alcoholic beverages possessed in the trunk of the motor vehicle, and shall not apply to alcoholic beverages possessed in vehicles that are not equipped with a trunk such as station wagons, campers, recreation vehicles, and Blazers provided that the alcoholic beverage is in some other area of the vehicle not normally occupied by the driver or passengers. A utility compartment or glove compartment shall be deemed to be within the area occupied by the driver and the passenger.

(d) Penalty for Violation. Whoever violates the provisions of this section shall be punished by a fine not exceeding five hundred dollars ($500.00) or imprisonment for a term not exceeding sixty (60) days or by both such fine and imprisonment, within the

discretion of the court, as provided in section 1-8 of the city Code of Ordinances.

(e) Validity. If any provision or item of this act or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications or this act which can be given effect without the invalid provisions, items or applications and to this end the provisions of this act are hereby declared severable. (Ord. No. 4-1983, 1-18-83, Ord. No. 47-1988, 5-17-88, Ord. No. 55-1996, 6-4-96)

## SHREVEPORT CODE

### Sec. 10-158. Purchase or possession by persons seventeen (17) years of age.

(a) Purchase unlawful.

(1) It is unlawful for any person seventeen (17) years of age to purchase any alcoholic beverage either high or low alcohol content.

(2) Whoever is found guilty of violating the provisions of this subsection shall be guilty of a misdemeanor and shall be fined not more than three hundred dollars ($300.00) or be imprisoned for not more than ten (10) days.

(b) Possession unlawful: violation; penalty.

(1) It is unlawful for any person seventeen (17) years of age to possess any alcoholic beverage either of high or low alcoholic content.

(2) Whoever is found guilty of violating the provisions of this subsection shall be guilty of a misdemeanor and shall be fined not more than fifty dollars ($50.00).

(3) Any person apprehended while violating the provisions of this subsection shall be issued a citation by apprehending law enforcement officer which shall be paid in the same manner as provided for the offenders of local traffic violations.

(c) Definition. "Possess," as used in this section, shall not include the handling, transport, sale or service in dispensing any alcoholic beverage by a person seventeen (17) years of age pursuant to lawful employment by a duly licensed manufacturer, wholesaler or retailer of beverage alcohol. (Code 1971, 3-9).

### Sec 10-159. Purchase or possession by persons under age seventeen.

(a) Unlawful. It is unlawful for any person under the age of seventeen (17) to purchase or possess any alcoholic beverage either of high or low alcoholic content. Whoever is charged with violation of this section shall be remanded to the juvenile court for hearing and disposition of the case.

(b) Definition. "Possess," as used in this section, shall not include the handling, transport, sale or service in dispensing any alcoholic beverage by a person under seventeen (17) years of age pursuant to lawful employment by a duly licensed manufacturer, wholesaler or retailer of beverage alcohol if the sale or handling of alcoholic beverage does not constitute the main business where he is lawfully employed. (Code 1971, 3-9.1).

### Sec. 10-160. Purchase, consumption, and public possession of alcoholic beverages by persons over 18 years and under 21.

(a) *Unlawful.* It is unlawful for any person under 21 years of age to purchase or have public possession of any alcoholic beverage

(b) *Violation; Penalty.*

(1) Whoever violates the provisions of this section shall be fined not more than $100.00 or imprisoned for not more than six months, or both.

(2) Any person apprehended while violating the provisions of this section shall be issued a citation by the apprehending law enforcement officer which shall be paid in the same manner as provided for offenders of local traffic violations. (Code 1971, 3-9.2; Ord. No. 137, 1995, 8-22-95).

## Sec. 10-161. Purchase on behalf of persons under 21, violation; penalty.

(a) It is unlawful for any person, other than a parent or legal custodian for the purposes specified in this code, section 10-156, to purchase or obtain on behalf of a person under 21 years of age any alcoholic beverage.

(b) Whoever violates the provision shall be fined not more than $500.00 or imprisoned for not more than 30 days, or both. (Code 1971, 3-9.3; Ord. No. 138, 1995, 8-22-95; Ord. No. 200, 1995, 11-28-95).

## Sec. 10-185. Drinking in public generally; exceptions.

(a) Except as provided herein, it shall be unlawful to consume alcoholic beverages of high or low alcoholic content within the city limits on any public street or sidewalk, or on any property zoned so as to permit only package alcoholic beverage sales, unless specifically authorized by the city council or the board of appeals.

(b) The provisions of this section shall not apply to persons consuming alcoholic beverages on an area of a public sidewalk used by a retail dealer selling alcoholic beverages for consumption on the premises and located in the 400, 500, or 600 blocks of Commerce Street, the 100 or 200 blocks of Texas Street or the 300 block of Clyde Fant Parkway provided all other requirements of this subsections are met.

## Sec. 10-226. Possession or consumption of alcoholic beverages in open containers within motor vehicles is prohibited.

(a) For the purpose of this section, the following terms shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

(1) *Alcoholic beverages* means beverages of high or low alcoholic content.

(2) *Motor vehicle* means a motorized vehicle designed to convey a person from one place to another on public streets and highways. Motor vehicle does not include motorized golf cart operated on public golf courses, aircraft, boats, or motor homes as defined in R.S. 32:1252.

(3) *Public streets, parks, and highways* means any public street, highway, alley or other public right-of-way or publicly owned park, playground, or parking lot, including public school parking lots.

(4) *Open container* means any alcoholic beverage container that contains an alcoholic beverage on which the seal or stamp has been broken or that has been opened subsequent to the filling of such container by the manufacturer, brewery, distillery or dispenser of such alcoholic beverage. Open container shall also mean any drinking glass, cup, can or any other receptacle containing an alcoholic beverage, except a drinking glass or a cup closed with a lid having

no opening and sealed to the container with tamper proof tape.

(5) *Tamperproof tape* means adhesive-backed tape which tears easily when removed to indicate the container has been opened.

(6) *Passenger compartment* means that portion of a motor vehicle designed or intended for occupancy by passengers or the operator of a motor vehicle, including portions which may be intended for cargo but which are accessible to the operator or passengers. The fact that neither the operator nor passengers could actually reach the cargo area while seated shall be irrelevant. It does not include the trunk of a car or the bed of a pickup unless these areas are occupied by passengers.

(b) It shall be unlawful to drink, possess or to have, allow or cause any open container to be present in or occupy any portion of the passenger compartment of any motor vehicle, including the glove compartment, on any public street, park, or highway, except as provided in this section. Unless the container is actually in the possession of a passenger, the open container shall be presumed to be in the possession of the operator, except as provided in this section.

(c) In vehicles such as vans or recreational vehicles subject to this section which have no trunk or other storage outside the passenger compartment, an open container may be carried if secured in a cabinet, utility compartment or other storage area which is locked with a mechanical lock that strictly limits the number of persons having access to the open container. This cabinet, utility compartment or other storage area shall not be opened while the vehicle is in motion.

(d) The provisions of this section shall not apply to passengers in or on taxicabs, vehicles for hire common or contracted carriers or private vehicles driven on an employment or contract basis by paid chauffeurs holding A, B, C, or D commercial driver's licenses.

## Sec. 227. Penalty for violations of division.

Whoever violates the provision of this division shall be, on the first conviction, punished by a fine not to exceed $100.00. Conviction for subsequent violations shall be punished by a fine not to exceed $500.00. (e) (Code 1971, 3-19 (c); Ord. No. 167, 1990, 8-28-90).

# Louisiana Law Regarding Controlled and Dangerous Substances

| Controlled Dangerous Substance | Louisiana Revised Statute Number | Penalty for Possession | Penalty for Manufacture and/or Distribution |
|---|---|---|---|
| **Marijuana** (All parts of the cannabis plant) | **R.S. 40:966** | **1st Offense:** up to 6 months injail and/or up to a $500.00 fine **2nd Offense:** Imprisonment with or without hard labor for up to 5 years and/or up to a $2000.00 fine. **3rd Offense:** Imprisonment with or without hard labor for up to 20 years. **Large quantities:** Imprisonment at hard labor 10-80 years plus $50,000-$1,000,000.00 fine. | Imprisonment at hard labor for **5-30yrs** and a fine of up to $50,000.00 |
| **Heroin** or other narcotics listed in Schedule I | **R.S. 40:966** | Imprisonment at hard labor for **4-10yrs** without probation or suspension of sentence and may pay a fine of up to $5000.00 | **Life** imprisonment at hard labor without probation or suspension of sentence and may pay a fine of up to $50,000.00 |
| **Ecstasy ( MDMA)** | **R.S. 40:966** | Imprisonment at hard labor for **up to 10 yrs** and may pay a fine of up to $5000.00 | Imprisonment at hard labor for **5-30 yrs** and pay a fine of up to $50,000.00 |
| **Hallucinogens** (such as LSD, Mescaline, Peyote) | **R.S. 40:966** | Imprisonment at hard labor for **not more than 10yrs** and may pay a fine of up to $5000.00 | Imprisonment at hard labor for **5-30yrs** and pay a fine of up to $50,000.00 |
| **Phencyclidine** ("Angel Dust") | **R.S. 40:966** | Imprisonment with or without hard labor for **5-20yrs** and may pay a fine of up to $5000.00 | Imprisonment at hard labor for **5-30 yrs** and pay a fine of up to $50,000.00. |
| Opium, Opium derivatives & narcotics listed in schedule II e.g. **Codeine & Morphine** (excluding cocaine) | **R.S. 40: 967** | Imprisonment with or without hard labor for **up to 5 yrs** and may pay a fine of up to $5000.00 | Imprisonment at hard labor for **5-30 yrs** and may pay a fine of up to $50,000.00 |

| Controlled Dangerous Substance | Louisiana Revised Statute Number | Penalty for Possession | Penalty for Manufacture and/or Distribution |
|---|---|---|---|
| **Cocaine** (in any form) | **R.S. 40:967** | Imprisonment with or without hard labor for **up to 5 yrs** and may pay a fine of up to $5000.00 **Increased penalties for large quantities.** | **Manufacturing: Life** imprisonment without parole, probation or suspension of sentence and may be fined up to $500,000.00 **Distribution:** Imprisonment at hard labor for **5-30yrs** and may pay a fine up to $50,000.00 |
| **Amphetamine, Methamphetamine** or other stimulants listed in Schedule II | **R.S. 40:967** | Imprisonment with or without hard labor for **up to 5 yrs** and may pay a fine of up to $5000.00. **Increased penalties for large quantities** | Imprisonment at hard labor for **40-99 yrs** without parole, probation or suspension of sentence and may pay a fine up to $500,000.00 |
| **GHB** (Gamma Hydroxybutyric Acid) and other depressants listed in Schedule II | **R.S. 40:967** | Imprisonment with or without hard labor for **up to 5yrs** and may pay a fine of up to $5000.00 | Imprisonment at hard labor for **up to 10 yrs** and may pay a fine of up to $15,000.00 |
| Any derivative of **Barbituric Acid** or other depressants listed in Schedule III | **R.S. 40:968** | Imprisonment with or without hard labor for **up to 5yrs** and may pay a fine of up to $5000.00 | Imprisonment at hard labor for **up to10 yrs** and may pay a fine of up to $15,000.00 |
| **Anabolic Steroids** | **R.S. 40:968** | Imprisonment with or without hard labor for **up to 5 yrs** and may pay a fine of up to $5000.00 | Imprisonment at hard labor for **up to 10 yrs** and may pay a fine of up to $15,000.00 |
| **Phenobarbital** (and other drugs listed in Schedule IV except Flunitrazepam) | **R.S. 40:969** | Imprisonment with or without hard labor for **up to 5 yrs** and may pay a fine of up to $5000.00 | Imprisonment at hard labor for **up to 10 yrs** and may pay a fine of up to $15,000.00 |
| **Rohypnol** (Flunitrazepam) | **R.S. 40:969** | Imprisonment at hard labor for **up to 10 yrs** and may pay a fine of up to $5000.00 | Imprisonment at hard labor for **5-30 yrs** and pay a fine of up to $50,000.00 |
| **Inhalants** (model glue, paint thinner etc.) | **R.S. 14:93.1** | Note: penalty is for the actual act of inhaling not simple possession. Imprisonment for up to **90 days** and/or fined $25.00-$100.00 | |

**Note: This is not a complete list of all of the Controlled Dangerous Substances under Federal or state laws. Its purpose is simply to provide students with a simple reference on the penalties for common illegal drugs.**

# Louisiana Law Regarding Sexual Assault

| Title of Offense | Louisiana Revised Statute Number | Penalty |
|---|---|---|
| **Aggravated rape** | **R.S. 14:42** | Death or life imprisonment at hard labor without parole, probation or suspension of sentence. |
| **Forcible Rape** | **R.S. 14:42.1** | Imprisoned at hard labor 5-40 years. |
| **Simple Rape** | **R.S. 14:43** | Imprisoned with or without hard labor not more than 25 years. |
| **Sexual Battery** | **R.S. 14:43.1** | Imprisoned with or without hard labor not more than 10 years. |
| **Aggravated Sexual Battery** | **R.S. 14:43.2** | Imprisonment with or without hard labor for not more than 15 years. |
| **Oral Sexual Battery** | **R.S. 14:43.3** | Imprisonment with or without hard labor for not more than 15 years. |
| **Aggravated Oral Sexual Battery** | **R.S. 14:43.4** | Imprisonment with or without hard labor for not mroe than 20 years. |
| **Intentional Exposure to AIDS virus** | **R.S. 14:43.5** | Imprisoned with or without hard labor for not more than 10 years and/or fined not more than $5,000.00 |
| **Administering a Controlled Dangerous Substance to a victim in order to commit a crime of violence (such as rape)** | **R.S. 40:969D** | Imprisoned at hard labor for not less than five years nor more than 40 years and may be fined up to $100,000.00 |

# Academic Calendar 2000-2001

## FALL SEMESTER 2000

| | | | |
|---|---|---|---|
| **Pre-registration Faculty Conference** | 8 a.m. | Thurs. | Aug. 17 |
| **New Resident students Check-in at Student Center** | 11:00 a.m. | Thurs. | Aug. 17 |
| **Orientation - New Students** | 11:00 a.m. | Thurs. | Aug. 17 |
| Dining Hall opens for new students | 4:30 p.m. | Thurs. | Aug. 17 |
| Validation for new students | 2:00 p.m.-4:30 p.m. | Fri. | Aug. 18 |
| Returning students Check-in | 11:00 a.m.-2:00 p.m. | Sun. | Aug. 20 |
| Validation for returning students | 2:00 p.m.-5:00 p.m. | Sun. | Aug. 20 |
| Dining Hall will serve from | 5:00-6:30 p.m. | Sun. | Aug. 20 |
| Dining Hall resumes regular schedule | 7:30 a.m. | Mon. | Aug. 21 |
| Class work begins | 8:00 a.m. | Mon. | Aug. 21 |
| **President's Convocation** | **11:00 a.m.** | **Tues.** | **Aug. 22** |
| Last day for enrolling, adding courses or changing sections | 4:30 p.m. | Tues. | Aug. 29 |
| **Labor Day Holiday** | | **Mon.** | **Sept. 4** |
| Last day for removing incomplete grades from preceding Spring, Module, Summer | 4:30 p.m. | Fri. | Sept. 29 |
| **Fall Break begins** | **8:00 p.m.** | **Wed.** | **Oct. 4** |
| **Classes resume** | **8:00 a.m.** | **Mon.** | **Oct. 9** |
| Mid-semester grades due | Noon | Fri. | Oct. 13 |
| Last day for dropping courses or changing enrollment status | 4:30 p.m. | Wed. | Oct. 25 |
| **Parents and Family Weekend** | | **Sat.-Sun.** | **Oct. 28-29** |
| **Registration for Spring** | | **Mon.-Fri.** | **Nov. 13-17** |
| **Thanksgiving recess begins** | **2:00 p.m.** | **Fri.** | **Nov. 17** |
| **and Dining Hall closed** | **1:00 p.m.** | **Fri.** | **Nov. 17** |
| Residence halls close | 10:00 a.m. | Sat. | Nov. 18 |
| Residence halls open | 1:00 p.m. | Sun. | Nov. 26 |
| Classes resume and Dining Hall opens | 7:30 a.m. | Mon. | Nov. 27 |
| Christmas Program | 6:00 p.m. | Fri. | Dec. 1 |
| Preparation Week | | Mon.-Fri. | Dec. 4-8 |
| All-Campus Christmas Dinner | 5:00 p.m. | Tues. | Dec. 5 |
| **Class work ends** | **8:00 p.m.** | **Fri.** | **Dec. 8** |
| **Semester Exams** | | **Mon.-Fri.** | **Dec. 11-15** |
| Dining Hall closes | 1:00 p.m. | Fri. | Dec. 15 |
| Residence halls close | Noon | Sat. | Dec. 16 |

## SPRING SEMESTER 2001

| | | | |
|---|---|---|---|
| Residence halls open | 10:00 a.m. | Sun. | Jan. 7 |
| Validation | 1:00-5:00 p.m. | Sun. | Jan. 7 |

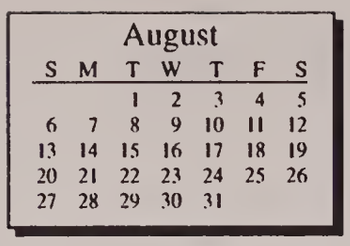
| | | | |
|---|---|---|---|
| Dining Hall opens | 5:00-6:30 p.m. | Sun. | Jan. 7 |
| **Class work begins** | **8:00 a.m.** | **Mon.** | **Jan. 8** |
| **MLK Day Ceremonies** | **11:00 a.m.** | **Mon.** | **Jan. 15** |
| Last day for enrolling, adding courses or changing sections | 4:30 p.m. | Tues. | Jan. 16 |
| **Module Registration** | | **Mon.-Fri.** | **Jan. 29-Feb. 2** |
| Last day for removing incomplete grades from preceding semester | 4:30 p.m. | Fri.. | Feb. 16 |
| Dining Hall closes for Mardi Gras | 1:00 p.m. | Fri. | Feb. 23 |
| **Mardi Gras Break begins** | **2:00 p.m.** | **Fri.** | **Feb. 23** |
| Residence halls close | 5:00 p.m. | Fri. | Feb. 23 |
| Residence halls open | 1:00 p.m. | Sun. | Mar. 4 |
| Dining Hall opens | 7:30 a.m. | Mon. | Mar. 5 |
| **Classes resume** | **8:00 a.m.** | **Mon.** | **Mar. 5** |
| Mid-semester grades due | Noon | Fri. | Mar. 9 |
| Last day for dropping courses or changing enrollment status | 4:30 p.m. | Wed. | Mar. 21 |
| **Founders' Day** | **11:00 a.m.** | **Thurs.** | **Mar. 29** |
| **Alumni and Family Weekend** | | **Thurs.-Sun.** | **Mar. 29-Apr. 1** |
| Dining Hall closes for Spring Break | 6:30 p.m. | Wed. | Apr. 11 |
| **Spring Break begins** | **8:00 p.m.** | **Wed.** | **Apr. 11** |
| Residence halls close | 10:00 a.m. | Thurs. | Apr. 12 |
| Residence halls open | 1:00 p.m. | Mon. | Apr. 16 |
| Dining Hall opens | 7:30 a.m. | Tues. | Apr. 17 |
| **Break ends - Classes resume** | **8:20 a.m.** | **Tues.** | **Apr. 17** |
| Registration for Summer, Fall | | Tues.-Fri. | Apr. 17-20 |
| **Honors Convocation** | **5:00 p.m.** | **Thurs.** | **Apr. 19** |
| Student Research Forum | | Fri. | Apr. 20 |
| **Preparation Week** | | **Mon.-Fri.** | **Apr. 23-27** |
| Class work ends | 2:00 p.m. | Fri. | Apr. 27 |
| **Semester Exams** | | **Mon.-Fri.** | **Apr. 30-May 4** |
| **Baccalaureate and Commencement** | **10:30 a.m.** | **Sat.** | **May 5** |
| Dining Hall closes | 1:00 p.m. | Sat. | May 5 |
| Residence halls close | 7:00 p.m. | Sat. | May 5 |

## MODULE 2001

| | | | |
|---|---|---|---|
| Residence halls open | 1:00 p.m. | Tues. | May 8 |
| Dining Hall opens | 8:00-8:30 a.m. | Wed. | May 9 |
| Classwork begins | 9:00 a.m. | Wed. | May 9 |
| Last day to drop | 4:30 p.m. | Mon. | May 14 |
| Classwork ends and Dining Hall closes | 1:00 p.m. | Tues. | May 29 |
| Residence halls close | Noon | Wed. | May 30 |
| Module grades due | Noon | Tues. | June 5 |

## SUMMER 2001

| | | | |
|---|---|---|---|
| Registration | 8:30 a.m. | Mon. | June 11 |
| Classes Begin | 8:30 a.m. | Tues. | June 12 |
| Classes End | 5:30 p.m. | Fri. | July 13 |




Weekly Planner

# August 14 - 20, 2000

**Monday**
**14**

**Tuesday**
**15**

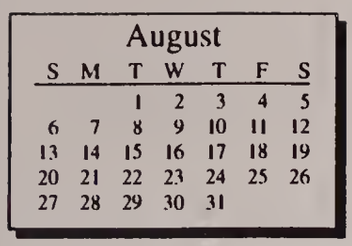
**Wednesday**
**16**

**Thursday**
**17**

**Friday**
**18**

**Saturday**
**19**

**Sunday**
**20**




Weekly Planner

# August 21 - 27, 2000

**Monday**
**21**

**Tuesday**
**22**

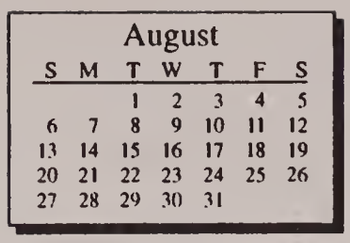
**Wednesday**
**23**

**Thursday**
**24**

**Friday**
**25**

**Saturday**
**26**

**Sunday**
**27**




Weekly Planner

# Aug. 28 - Sept. 3, 2000

**Monday**
**28**

**Tuesday**
**29**

**Wednesday**
**30**

**Thursday**
**31**

**Friday**
**1**

**Saturday**
**2**

**Sunday**
**3**

Weekly Planner

# September 4 - 10, 2000

**Monday**
**4**

*Labor Day*

**Tuesday**
**5**

**Wednesday**
**6**

**Thursday**
**7**

**Friday**
**8**

**Saturday**
**9**

**Sunday**
**10**

Weekly Planner

# September 11 - 17, 2000

**Monday**
**11**

**Tuesday**
**12**

**Wednesday**
**13**

**Thursday**
**14**

**Friday**
**15**

**Saturday**
**16**

**Sunday**
**17**

Weekly Planner

# September 18 - 24, 2000

**Monday**
**18**

**Tuesday**
**19**

**Wednesday**
**20**

**Thursday**
**21**

**Friday**
**22**

**Saturday**
**23**

**Sunday**
**24**

# Weekly Planner

# Sept. 25 - October 1, 2000

**Monday**
**25**

**Tuesday**
**26**

**Wednesday**
**27**

**Thursday**
**28**

**Friday**
**29**

**Saturday**
**30**

**Sunday**
**1**

Weekly Planner

# October 2 - 8, 2000

**Monday**
**2**

**Tuesday**
**3**

**Wednesday**
**4**

**Thursday**
**5**

**Friday**
**6**

**Saturday**
**7**

**Sunday**
**8**

October

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

Weekly Planner

# October 9 - 15, 2000

**Monday**
**9**

**Tuesday**
**10**

**Wednesday**
**11**

**Thursday**
**12**

**Friday**
**13**

**Saturday**
**14**

**Sunday**
**15**

Weekly Planner

# October 16 - 22, 2000

**Monday**
**16**

**Tuesday**
**17**

**Wednesday**
**18**

**Thursday**
**19**

**Friday**
**20**

**Saturday**
**21**

**Sunday**
**22**

Weekly Planner

# October 23 - 29, 2000

**Monday**
**23**

**Tuesday**
**24**

**Wednesday**
**25**

**Thursday**
**26**

**Friday**
**27**

**Saturday**
**28**

**Sunday**
**29**

November

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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

# Weekly Planner

# Oct. 30 - Nov. 5, 2000

**Monday**
**30**

**Tuesday**
**31**

*Halloween*

**Wednesday**
**1**

**Thursday**
**2**

**Friday**
**3**

**Saturday**
**4**

**Sunday**
**5**

November

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

Weekly Planner

# November 6 - 12, 2000

**Monday**
**6**

**Tuesday**
**7**

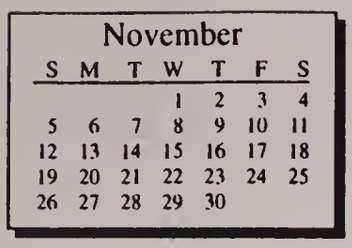
**Wednesday**
**8**

**Thursday**
**9**

**Friday**
**10**

**Saturday**
**11**

**Sunday**
**12**




Weekly Planner

# November 13 - 19, 2000

**Monday**
**13**

**Tuesday**
**14**

**Wednesday**
**15**

**Thursday**
**16**

**Friday**
**17**

**Saturday**
**18**

**Sunday**
**19**

November

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

Weekly Planner

# November 20 - 26, 2000

**Monday**
**20**

**Tuesday**
**21**

**Wednesday**
**22**

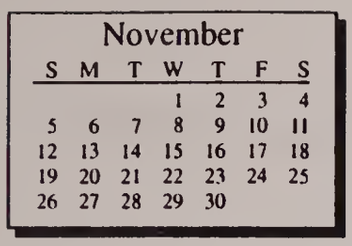
**Thursday**
**23**

*Thanksgiving*

**Friday**
**24**

**Saturday**
**25**

**Sunday**
**26**




Weekly Planner

# Nov. 27 - December 3, 2000

**Monday**
**27**

**Tuesday**
**28**

**Wednesday**
**29**

**Thursday**
**30**

**Friday**
**1**

**Saturday**
**2**

**Sunday**
**3**

December

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

# Weekly Planner

# December 4 - 10, 2000

**Monday**
**4**

**Tuesday**
**5**

**Wednesday**
**6**

**Thursday**
**7**

**Friday**
**8**

**Saturday**
**9**

**Sunday**
**10**

Weekly Planner

# December 11 - 17, 2000

**Monday**
**11**

**Tuesday**
**12**

**Wednesday**
**13**

**Thursday**
**14**

**Friday**
**15**

**Saturday**
**16**

**Sunday**
**17**

December

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Weekly Planner

# December 18 - 24, 2000

**Monday**
**18**

**Tuesday**
**19**

**Wednesday**
**20**

**Thursday**
**21**

**Friday**
**22**

*Hanukkah*

**Saturday**
**23**

**Sunday**
**24**

Weekly Planner

# December 25 - 31, 2000

**Monday**
**25**

*Christmas*

**Tuesday**
**26**

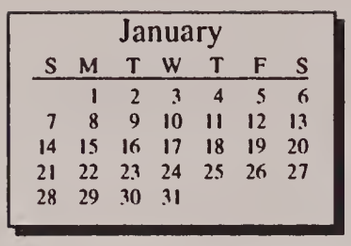
**Wednesday**
**27**

**Thursday**
**28**

**Friday**
**29**

**Saturday**
**30**

**Sunday**
**31**




## Weekly Planner

# January 1 - 7, 2001

**Monday**
**1**

*New Year's Day*

**Tuesday**
**2**

**Wednesday**
**3**

**Thursday**
**4**

**Friday**
**5**

**Saturday**
**6**

**Sunday**
**7**

Weekly Planner

# January 8 - 14, 2001

**Monday**
**8**

**Tuesday**
**9**

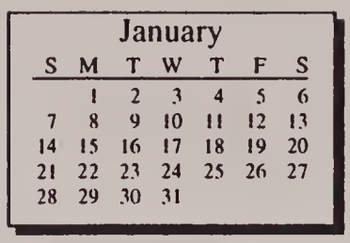
**Wednesday**
**10**

**Thursday**
**11**

**Friday**
**12**

**Saturday**
**13**

**Sunday**
**14**




Weekly Planner

# January 15 - 21, 2001

**Monday**
**15**

*Martin Luther King, Jr.'s Birthday (Observed)*

**Tuesday**
**16**

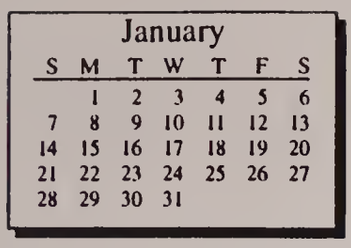
**Wednesday**
**17**

**Thursday**
**18**

**Friday**
**19**

**Saturday**
**20**

**Sunday**
**21**




Weekly Planner

# January 22 - 28, 2001

**Monday**
**22**

**Tuesday**
**23**

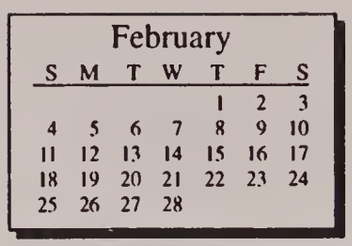
**Wednesday**
**24**

**Thursday**
**25**

**Friday**
**26**

**Saturday**
**27**

**Sunday**
**28**




# Weekly Planner

## Jan. 29 - February 4, 2001

**Monday**
**29**

**Tuesday**
**30**

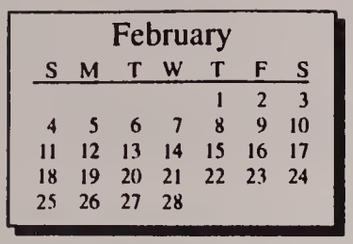
**Wednesday**
**31**

**Thursday**
**1**

**Friday**
**2**

**Saturday**
**3**

**Sunday**
**4**




Weekly Planner

# February 5 - 11, 2001

**Monday**
**5**

**Tuesday**
**6**

**Wednesday**
**7**

**Thursday**
**8**

**Friday**
**9**

**Saturday**
**10**

**Sunday**
**11**

February

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | | | |

Weekly Planner

# February 12 - 18, 2001

**Monday**
**12**

**Tuesday**
**13**

**Wednesday**
**14**

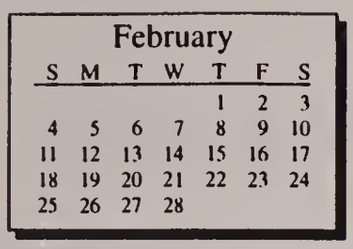
*Valentine's Day*

**Thursday**
**15**

**Friday**
**16**

**Saturday**
**17**

**Sunday**
**18**




Weekly Planner

# February 19 - 25, 2001

**Monday**
**19**

*President's Day*

**Tuesday**
**20**

**Wednesday**
**21**

**Thursday**
**22**

**Friday**
**23**

**Saturday**
**24**

**Sunday**
**25**

March

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Weekly Planner

# Feb. 26 - March 4, 2001

**Monday**
**26**

**Tuesday**
**27**

*Mardi Gras*

**Wednesday**
**28**

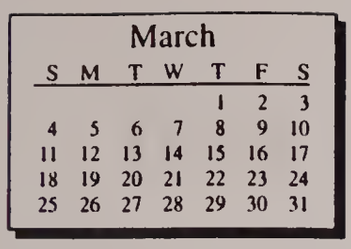
*Ash Wednesday*

**Thursday**
**1**

**Friday**
**2**

**Saturday**
**3**

**Sunday**
**4**




Weekly Planner

# March 5 - 11, 2001

**Monday**
**5**

**Tuesday**
**6**

**Wednesday**
**7**

**Thursday**
**8**

**Friday**
**9**

**Saturday**
**10**

**Sunday**
**11**

Weekly Planner

# March 12 - 18, 2001

**Monday**
**12**

**Tuesday**
**13**

**Wednesday**
**14**

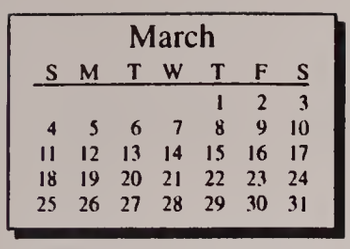
**Thursday**
**15**

**Friday**
**16**

**Saturday**
**17**

*St. Patrick's Day*

**Sunday**
**18**




Weekly Planner

# March 19 - 25, 2001

**Monday**
**19**

**Tuesday**
**20**

**Wednesday**
**21**

**Thursday**
**22**

**Friday**
**23**

**Saturday**
**24**

**Sunday**
**25**

Weekly Planner

# March 26 - April 1, 2001

**Monday**
**26**

**Tuesday**
**27**

**Wednesday**
**28**

**Thursday**
**29**

**Friday**
**30**

**Saturday**
**31**

**Sunday**
**1**

April

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Weekly Planner

# April 2 - 8, 2001

**Monday**
**2**

**Tuesday**
**3**

**Wednesday**
**4**

**Thursday**
**5**

**Friday**
**6**

**Saturday**
**7**

**Sunday**
**8**

April

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Weekly Planner

# April 9 - 15, 2001

**Monday**
**9**

**Tuesday**
**10**

**Wednesday**
**11**

**Thursday**
**12**

**Friday**
**13**

**Saturday**
**14**

**Sunday**
**15**

*Easter*

# Weekly Planner

# April 16 - 22, 2001

**Monday**
**16**

**Tuesday**
**17**

**Wednesday**
**18**

**Thursday**
**19**

**Friday**
**20**

**Saturday**
**21**

**Sunday**
**22**

April

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

# Weekly Planner

# April 23 - 29, 2001

**Monday**
**23**

**Tuesday**
**24**

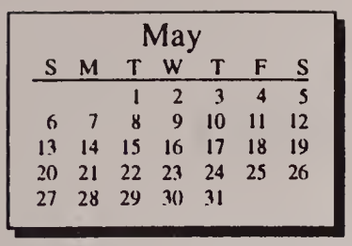
**Wednesday**
**25**

**Thursday**
**26**

**Friday**
**27**

**Saturday**
**28**

**Sunday**
**29**




Weekly Planner

# April 30 - May 6, 2001

**Monday**
**30**

**Tuesday**
**1**

**Wednesday**
**2**

**Thursday**
**3**

**Friday**
**4**

**Saturday**
**5**

*Commencement*

**Sunday**
**6**

May

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

# Weekly Planner

# May 7 - 13, 2001

**Monday**
**7**

**Tuesday**
**8**

**Wednesday**
**9**

**Thursday**
**10**

**Friday**
**11**

**Saturday**
**12**

**Sunday**
**13**

*Mother's Day*

Weekly Planner

# May 14 - 20, 2001

**Monday**
**14**

**Tuesday**
**15**

**Wednesday**
**16**

**Thursday**
**17**

**Friday**
**18**

**Saturday**
**19**

**Sunday**
**20**

Weekly Planner

# May 21 - 27, 2001

**Monday**
**21**

**Tuesday**
**22**

**Wednesday**
**23**

**Thursday**
**24**

**Friday**
**25**

**Saturday**
**26**

**Sunday**
**27**

Weekly Planner

# May 28 - June 3, 2001

**Monday**
**28**

*Memorial Day*

**Tuesday**
**29**

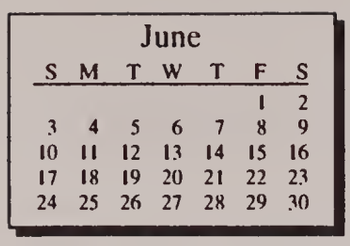
**Wednesday**
**30**

**Thursday**
**31**

**Friday**
**1**

**Saturday**
**2**

**Sunday**
**3**




Weekly Planner

# June 4 - 10, 2001

**Monday**
**4**

**Tuesday**
**5**

**Wednesday**
**6**

**Thursday**
**7**

**Friday**
**8**

**Saturday**
**9**

**Sunday**
**10**

## Weekly Planner

# June 11 - 17, 2001

**Monday**
**11**

**Tuesday**
**12**

**Wednesday**
**13**

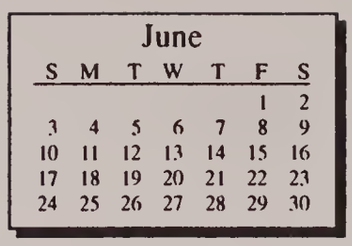
**Thursday**
**14**

**Friday**
**15**

**Saturday**
**16**

**Sunday**
**17**

*Father's Day*




## Weekly Planner

# June 18 - 24, 2001

**Monday**
**18**

**Tuesday**
**19**

**Wednesday**
**20**

**Thursday**
**21**

**Friday**
**22**

**Saturday**
**23**

**Sunday**
**24**

Weekly Planner

# June 25 - July 1, 2001

**Monday**
**25**

**Tuesday**
**26**

**Wednesday**
**27**

**Thursday**
**28**

**Friday**
**29**

**Saturday**
**30**

**Sunday**
**1**

| July | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

# Weekly Planner

# July 2 - 8, 2001

**Monday**
**2**

**Tuesday**
**3**

**Wednesday**
**4**

*Independence Day*

**Thursday**
**5**

**Friday**
**6**

**Saturday**
**7**

**Sunday**
**8**

Weekly Planner

# July 9 - 15, 2001

**Monday**
**9**

**Tuesday**
**10**

**Wednesday**
**11**

**Thursday**
**12**

**Friday**
**13**

**Saturday**
**14**

**Sunday**
**15**

# Weekly Planner

# July 16 - 22, 2001

**Monday**
**16**

**Tuesday**
**17**

**Wednesday**
**18**

**Thursday**
**19**

**Friday**
**20**

**Saturday**
**21**

**Sunday**
**22**

# Weekly Planner

## July 23 - 29, 2001

**Monday**
**23**

**Tuesday**
**24**

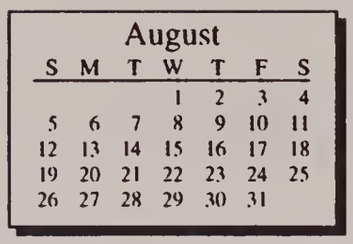
**Wednesday**
**25**

**Thursday**
**26**

**Friday**
**27**

**Saturday**
**28**

**Sunday**
**29**




Weekly Planner

# July 30 - August 5, 2000

**Monday**
**30**

**Tuesday**
**31**

**Wednesday**
**1**

**Thursday**
**2**

**Friday**
**3**

**Saturday**
**4**

**Sunday**
**5**

## Weekly Planner

# August 6 - 12, 2001

**Monday**
**6**

**Tuesday**
**7**

**Wednesday**
**8**

**Thursday**
**9**

**Friday**
**10**

**Saturday**
**11**

**Sunday**
**12**

Weekly Planner

# August 13 - 19, 2001

**Monday**
**13**

**Tuesday**
**14**

**Wednesday**
**15**

**Thursday**
**16**

**Friday**
**17**

**Saturday**
**18**

**Sunday**
**19**

Dr. Jeff Trahan
Physics Department
Campus Mail

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